

DOE-AL COURSE CATALOG

<div><div>COURSE ID: CDP101</div><div>COURSE TITLE: New Leader Program</div></div>						
<div>Description</div> <div>SPONSOR: N/A</div> <div>Qualification &_ Training</div>	<div>Facility Contact</div> <div>(505) 845-5676</div> <div>Division</div>	<div>Phone</div> <div>DOE-AL</div>	<div>Contact Sponsor</div> <div>N</div>	<div>Open Availability</div> <div>Qualification &_ Training</div>	<div>Registration Contact</div> <div>Division</div>	<div>Phone</div> <div>845-5676</div>
<div>Fee</div> <div>\$1995 per student</div>	<div>Delivery Method</div> <div>Classroom</div>	<div>Delivery</div> <div>Instructor-Led</div>	<div>Course Length</div> <div>120 hours</div>	<div>Subject Area</div> <div>Career Development Programs</div>	<div>Scheduling Freq</div> <div>Repeated every 0 months</div>	<div>Site Spec. Info</div> <div>N</div>
<div><div>COURSE ID: CDP102</div><div>COURSE TITLE: Executive Development Seminar</div></div>						
<div>Description</div> <div>SPONSOR: N/A</div> <div>Qualification &_ Training</div>	<div>Facility Contact</div> <div>(505) 845-5676</div> <div>Division</div>	<div>Phone</div> <div>DOE-AL</div>	<div>Contact Sponsor</div> <div>N</div>	<div>Open Availability</div> <div>Qualification &_ Training</div>	<div>Registration Contact</div> <div>Division</div>	<div>Phone</div> <div>845-5676</div>
<div>Fee</div> <div>\$2850 per student</div>	<div>Delivery Method</div> <div>Classroom</div>	<div>Delivery</div> <div>Instructor-Led</div>	<div>Course Length</div> <div>72 hours</div>	<div>Subject Area</div> <div>Career Development Programs</div>	<div>Scheduling Freq</div> <div>Repeated every 0 months</div>	<div>Site Spec. Info</div> <div>N</div>
<div><div>COURSE ID: CDP105</div><div>COURSE TITLE: Aspiring Leader Program</div></div>						
<div>Description</div> <div>SPONSOR: N/A</div> <div>Qualification &_ Training</div>	<div>Facility Contact</div> <div>(505) 845-5676</div> <div>Division</div>	<div>Phone</div> <div>DOE-AL</div>	<div>Contact Sponsor</div> <div>N</div>	<div>Open Availability</div> <div>Qualification &_ Training</div>	<div>Registration Contact</div> <div>Division</div>	<div>Phone</div> <div>845-5676</div>
<div>Fee</div> <div>\$1995 per student</div>	<div>Delivery Method</div> <div>Classroom</div>	<div>Delivery</div> <div>Instructor-Led</div>	<div>Course Length</div> <div>1312 hours</div>	<div>Subject Area</div> <div>Career Development Programs</div>	<div>Scheduling Freq</div> <div>Repeated every 0 months</div>	<div>Site Spec. Info</div> <div>N</div>

COURSE ID: CDP114

COURSE TITLE: Leadership For A Democratic Society

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: Senior Executive Service members and GM/GS-15s COURSE DESCRIPTION: "Leadership for a Democratic Society" is a four-week residential program offered through the Federal Executive Institute in Charlottesville, Virginia, managed by the Office of Personnel Management. The program is designed to focus on the interrelationship of individual performance to organizational performance. During the first weeks, the overall theme that the government executive functions in a constitutional system is explored. Weeks two through four focus on four basic themes: Personal Leadership in Government, Policy in a Constitutional System, Global Perspectives and Public Action, and Transforming Public Organizations. Executives will participate in presentations, problem-solving simulations, a skills assessment, seminars, workshops, and a team project. PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676

Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$8900 per student	Classroom	Instructor-Led	160 hours	Career Development Programs	Repeated every 0 months	N

<i>COURSE ID: COS101</i>		<i>COURSE TITLE:</i> Exceptional Assistant				
Description	Facilty Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A						
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$89 per student	Classroom	Instructor-Led	8 hours	Communication Office Skills	Repeated every 0 months	N

<i>COURSE ID: COS133</i>		<i>COURSE TITLE:</i> Communication Skills for Women				
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Description	Facilty Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A						
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$79 per student	Classroom	Instructor-Led	8 hours	Communication Office Skills	Repeated every 0 months	N

COURSE ID: *COS150*

COURSE TITLE: Performance Measurement

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: DOE personnel responsible for developing performance measurements. COURSE DESCRIPTION: This class is an eight-hour introduction to using performance metrics to define process/system outcomes. The course objective is to enable participants to develop performance objectives on using agreed-upon definitions and methods. During the class the participant will learn the following: - To define and use performance objectives, measures, and expectations. - To understand the rationale, benefits and techniques of performance measurements. - To understand a model for decision-making that incorporates performance objectives. - To begin to define appropriate media for tracking and reporting performance objectives. PREREQUISITES: None AVAILABLE SLOTS: 30	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	8 hours	Communication Office Skills	Repeated every 0 months	N

<i>COURSE ID: COS152</i>		<i>COURSE TITLE:</i> Social Styles				
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 16 hours	Subject Area Communication Office Skills	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<i>COURSE ID: COS171</i>		<i>COURSE TITLE:</i> Evelyn Wood Reading Dynamics for Business Professionals				
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$149 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 8 hours	Subject Area Communication Office Skills	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<i>COURSE ID: COS176</i>		<i>COURSE TITLE:</i> Communicating for Results				
Description SPONSOR: N/A CONTACT: 845-4159 INTENDED AUDIENCE: All levels of personnel. COURSE DESCRIPTION: Provides an overview of the communication process. It will help you better communicate with your co-workers and supervisors through the process of sharing and exchanging information. PREREQUISITE S: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$265 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 16 hours	Subject Area Communication Office Skills	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<i>COURSE ID: COS181</i>		<i>COURSE TITLE:</i> The Art of Facilitation				
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$99 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 8 hours	Subject Area Communication Office Skills	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<i>COURSE ID: COS182</i>		<i>COURSE TITLE:</i> Professional Development for Women				
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$175 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 7 hours	Subject Area Communication Office Skills	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<i>COURSE ID: COS205</i>		<i>COURSE TITLE:</i> How to Deliver Exceptional Customer Service				
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$99 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 8 hours	Subject Area Communication Office Skills	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<i>COURSE ID: COS206</i>		<i>COURSE TITLE:</i> Presentation Techniques				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: DOE and DOE-contractor personnel who seek to improve their speaking ability, briefing techniques, podium skills, and platform behavior. COURSE DESCRIPTION: This course acquaints attendees with the tools necessary to deliver an effective oral presentation. Included are reviews of platform behaviors, speech modifications, and verbal as well as nonverbal communications. Also discussed is the use of training aids to enhance presentations. PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	11 hours	Communication Office Skills	Repeated every 0 months	N

COURSE ID: COS207		COURSE TITLE: Mediating Employee Disputes				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: CONTACT:845-5676 - 8455177 INTENDED AUDIENCE: COURSE DESCRIPTION: This course will engage in simulated mediation workshops involving employee disputes which will enable them to practice and retime their mediation skills. This four-day workshop provides a step-by-step approach to mediation designed to facilitate a mutually acceptable settlement between people in conflict. PREREQUISITES:	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$645 per student	Classroom	Instructor-Led	32 hours	Communication Office Skills	Repeated every 0 months	N

COURSE ID: <i>COS209</i>						
COURSE TITLE: Creative Problem Solving						
Description SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: COURSE DESCRIPTION: Topics covered include: Characteristics of the creative individual; personal and environmental factors that encourage or discourage creativity; how to become aware of and expand individual creative talent; and how to develop creativity in groups. PREREQUISITES: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$395 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area Communication Office Skills	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: <i>COS213</i>						
COURSE TITLE: Grammar & Usage Workshop						
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$365 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area Communication Office Skills	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: *COS214* **COURSE TITLE:** Briefing Techniques

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: All employees who want to gain valuable experience and confidence in delivering briefings. COURSE DESCRIPTION: The following topics will be covered: How to organize a briefing logically; selecting appropriate materials and platform techniques for your presentation; handling hostile or negative questions; managing a question-and-answer period; and supplementing your briefing with visual aids. PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676

Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$395 per student	Classroom	Instructor-Led	24 hours	Communication Office Skills	Repeated every 0 months	N

COURSE ID: *COS215* **COURSE TITLE:** Customer Service Excellence

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676

Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$265 per student	Classroom	Instructor-Led	16 hours	Communication Office Skills	Repeated every 0 months	N

<i>COURSE ID: COS217</i>		<i>COURSE TITLE:</i> Making Managers into Leaders: Coach, Counsel, Communicate				
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 3 hours	Subject Area Communication Office Skills	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<i>COURSE ID: COS219</i>		<i>COURSE TITLE:</i> How to Take Charge of the Front Desk				
Description SPONSOR: N/A CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: COURSE DESCRIPTION: The seminar will cover the following topics: - Maintain professionalism - Handle the phone, vistors and your routine with ease - Get more organized - Maintain safety and security from the from the front desk PREREQUISITES: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$149 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 8 hours	Subject Area Communication Office Skills	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<i>COURSE ID: COS221</i>		<i>COURSE TITLE:</i> How to Handle People With Tact and Skill				
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$79 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 8 hours	Subject Area Communication Office Skills	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: <i>COS222</i>		COURSE TITLE: Air Traffic Team Work Enhancement				
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area Communication Office Skills	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: <i>COS244</i>		COURSE TITLE: Marketing & Sales in Entrepreneurial Government Organizations				
Description SPONSOR: N/A CONTACT: 845-5676 or 845-6534 INTENDED AUDIENCE: This course is designed for agencies beginning to offer fee-for-service products and services. COURSE DESCRIPTION: The following topics will be covered:- Why organization can no longer operate in the same way - Why government organizations need to market - How to develop and implement a strategic marketing plan - Barriers to overcome - How to enhance your marketing power and skills - Prospecting for new business - Facilitative and consultative skills PREREQUISITES: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$285 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 16 hours	Subject Area Communication Office Skills	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: COS245						
COURSE TITLE: Positive Approaches to Difficult People						
Description SPONSOR: N/A CONTACT: 845-5676 or 845-6534 INTENDED AUDIENCE: Everyone who would like to learn practical techniques to successfully handle challenging personalities. COURSE DESCRIPTION: The following topics will be covered:- Hidden incentive that may encourage difficult behavior - Controlling your reactions to certain individuals - Positive strategies for dealing with people - Techniques for handling particular behaviors - How to clarify underlying issues - Skillful questioning and listening techniques PREREQUISITES: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676

Fee \$265 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 16 hours	Subject Area Communication Office Skills	Scheduling Freq Repeated every 0 months	Site Spec. Info N
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COURSE ID: COS250 **COURSE TITLE:** Conducting the Perfect Interview/AMA Recruiting Update

Description SPONSOR: N/A CONTACT: 845-5676 or 845-6534 INTENDED AUDIENCE: COURSE DESCRIPTION: PREREQUISITES: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
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Fee \$159 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 8 hours	Subject Area Communication Office Skills	Scheduling Freq Repeated every 0 months	Site Spec. Info N
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<i>COURSE ID: COS263</i>		<i>COURSE TITLE:</i> Designing Writing and Measuring Performance Objectives				
Description SPONSOR: N/A CONTACT: 845-5676 or 845-6534 INTENDED AUDIENCE: COURSE DESCRIPTION: PREREQUISITES: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 27 hours	Subject Area Communication Office Skills	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<i>COURSE ID: COS269</i>		<i>COURSE TITLE:</i> Communicationg for Results				
Description Sponsor: N/A Contact: 845-5676 or 845-5177 Intended Audience: Course Description: Prerequisties: Not	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$265 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 16 hours	Subject Area Communication Office Skills	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: <i>COS271</i>						
COURSE TITLE: Communicating for Better Results						
Description SPONSOR: N/A CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: COURSE DESCRIPTION: The following topics will be covered: How to share and exchange information; interpreting verbal and nonverbal feedback, using appropriate repetition; techniques to achieve greater understanding; how to assess you own and others communication styles; overcoming barriers to effective communication; and speaking clearly and concisely to convey specific meaning. PREREQUISITES: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$265 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 16 hours	Subject Area Communication Office Skills	Scheduling Freq Repeated every 0 months	Site Spec. Info N
COURSE ID: <i>COS272</i>						
COURSE TITLE: Managing Conflict in an Environment of Change						
Description SPONSOR: N/A CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: COURSE DESCRIPTION: PREREQUISITES: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$345 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 16 hours	Subject Area Communication Office Skills	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<i>COURSE ID: CPP104</i>		<i>COURSE TITLE:</i> Contract Administration (PRS01)				
Description SPONSOR: Department of Energy Division	Facility Contact Qualification &_ Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification &_ Training	Phone 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 40 hours	Subject Area Contracts, Procurement, & Property Management	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<i>COURSE ID: CPP111</i>		<i>COURSE TITLE:</i> Contracting for Technical Personnel: Part II - Contract Administration (PRS17)				
Description SPONSOR: Department of Energy Division	Facility Contact Qualification &_ Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification &_ Training	Phone 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area Contracts, Procurement, & Property Management	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<i>COURSE ID: CPP141</i>		<i>COURSE TITLE:</i> Contracting Basics for Support and Administrative Personnel				
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$395 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area Contracts, Procurement, & Property Management	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: CPP145

COURSE TITLE: Life-Cycle Asset Management in a Performance-Based Contract Environ (PSIN29)

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: Department of Energy CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: Government and contractor personnel COURSE DESCRIPTION: This three-day workshop will cover the following topics: - Discuss the driving forces behind DOE's life-cycle approach to asset management; - Learn the requirements of DOE's LCAM Order; - Apply performance-based contracting principles to life-cycle asset management; - Work in cross-functional teams to develop performance objectives and criteria for an LCAM work authorization document; and - Develop and use a plan for monitoring contractor performance against stated performance criteria using the identified measures. PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	24 hours	Contracts, Procurement, & Property Management	Repeated every 0 months	N

COURSE ID: CPP146

COURSE TITLE: Advanced Contract Administration

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$485 per student	Classroom	Instructor-Led	40 hours	Contracts, Procurement, & Property Management	Repeated every 0 months	N

COURSE ID: <i>CPI178</i>		COURSE TITLE: Contracting w/Small Disadvantaged & Women-Owned Small Business Concerns				
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$350 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area Contracts, Procurement, & Property Management	Scheduling Freq Repeated every 0 months	Site Spec. Info N
COURSE ID: <i>CPI182</i>		COURSE TITLE: Technical Writing				
Description SPONSOR: N/A CONTACT: 845-5676 or 845-6534 INTENDED AUDIENCE: This course is designed for professionals who want to learn valuable proven skills for preparing complicated documents and reports that are well organized, clearly written and easy to follow. COURSE DESCRIPTION: This course will cover the following topics:- Exposure to a variety of technical documents - Applications of the six-step writing process - How to conduct an audience analysis - Design documents specifications; sentence to paragraph to full document design PREREQUISITES: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$365 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area Contracts, Procurement, & Property Management	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<i>COURSE ID: CPP193</i>		<i>COURSE TITLE:</i> Market Research/Commercial Items				
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 8 hours	Subject Area Contracts, Procurement, & Property Management	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<i>COURSE ID: CPP194</i>		<i>COURSE TITLE:</i> Simplified Acquisition Procedure and Federal Supply Schedules				
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$545 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 40 hours	Subject Area Contracts, Procurement, & Property Management	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<i>COURSE ID: CPP199</i>		<i>COURSE TITLE:</i> Introduction to Federal Acquisition				
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$545 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 40 hours	Subject Area Contracts, Procurement, & Property Management	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<i>COURSE ID: CPP208</i>		<i>COURSE TITLE:</i> Source Selection				
Description SPONSOR: NA Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$385 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 40 hours	Subject Area Contracts, Procurement, & Property Management	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: CPP210						
COURSE TITLE: Executive Contracting Seminar (CON301)						
Description SPONSOR: NA CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: COURSE DESCRIPTION: Executive Contracting is a unique form for senior personnel in the contracting field to examine a wide range of aquisition issues. This one-week course provides an intensive executive level view of current issues and events in acquisition, focusing on contracting in particular. PREREQUISITES:	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$835 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 40 hours	Subject Area Contracts, Procurement, & Property Management	Scheduling Freq Repeated every 0 months	Site Spec. Info N
COURSE ID: CPP247						
COURSE TITLE: Real Property, MKL403,HRS402,Fin402						
Description SPONSOR: N/A CONTACT: 845-5676 or 845-6534 INTENDED AUDIENCE: COURSE DESCRIPTION: PREREQUISITES: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$1050 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 40 hours	Subject Area Contracts, Procurement, & Property Management	Scheduling Freq Repeated every 0 months	Site Spec. Info N
COURSE ID: CSE104						
COURSE TITLE: American Occupational Health Conference						
Description SPONSOR: N/A Qualification & _ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification & _ Training	Registration Contact Division	Phone 845-5676
Fee \$375 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 32 hours	Subject Area CSE - Conferences, Seminars, & Expositions	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<div><div>COURSE ID: CSE118</div><div>COURSE TITLE: TRADE</div></div>						
<div>Description</div> <div>SPONSOR: N/A CONTACT: 845-5177 or 845-5676</div> <div>INTENDED AUDIENCE: COURSE DESCRIPTION: The employee is participating in the ORR special Interest Group panel discussions for the duration of the conference.</div> <div>PREREQUISITES: Not Specified</div>	<div>Facility Contact</div> <div>Qualification & Training Division</div>	<div>Phone</div> <div>(505) 845-5676</div>	<div>Contact Sponsor</div> <div>DOE-AL</div>	<div>Open Availability</div> <div>N</div>	<div>Registration Contact</div> <div>Qualification & Training Division</div>	<div>Phone</div> <div>(505) 845-5676</div>
<div>Fee</div> <div>\$0 per student</div>	<div>Delivery Method</div> <div>Classroom</div>	<div>Delivery</div> <div>Instructor-Led</div>	<div>Course Length</div> <div>24 hours</div>	<div>Subject Area</div> <div>CSE - Conferences, Seminars, & Expositions</div>	<div>Scheduling Freq</div> <div>Repeated every 0 months</div>	<div>Site Spec. Info</div> <div>N</div>
<div><div>COURSE ID: CSE129</div><div>COURSE TITLE: National OPSEC Conference & Exhibition</div></div>						
<div>Description</div> <div>SPONSOR: N/A</div> <div>Qualification &_ Training</div>	<div>Facility Contact</div> <div>(505) 845-5676 Division</div>	<div>Phone</div> <div>DOE-AL</div>	<div>Contact Sponsor</div> <div>N</div>	<div>Open Availability</div> <div>Qualification &_ Training</div>	<div>Registration Contact</div> <div>Division</div>	<div>Phone</div> <div>845-5676</div>
<div>Fee</div> <div>\$490 per student</div>	<div>Delivery Method</div> <div>Classroom</div>	<div>Delivery</div> <div>Instructor-Led</div>	<div>Course Length</div> <div>40 hours</div>	<div>Subject Area</div> <div>CSE - Conferences, Seminars, & Expositions</div>	<div>Scheduling Freq</div> <div>Repeated every 0 months</div>	<div>Site Spec. Info</div> <div>N</div>
<div><div>COURSE ID: CSE130</div><div>COURSE TITLE: Mesa County Women's Network Annual Conference</div></div>						
<div>Description</div> <div>SPONSOR: N/A</div> <div>Qualification &_ Training</div>	<div>Facility Contact</div> <div>(505) 845-5676 Division</div>	<div>Phone</div> <div>DOE-AL</div>	<div>Contact Sponsor</div> <div>N</div>	<div>Open Availability</div> <div>Qualification &_ Training</div>	<div>Registration Contact</div> <div>Division</div>	<div>Phone</div> <div>845-5676</div>
<div>Fee</div> <div>\$75 per student</div>	<div>Delivery Method</div> <div>Classroom</div>	<div>Delivery</div> <div>Instructor-Led</div>	<div>Course Length</div> <div>8 hours</div>	<div>Subject Area</div> <div>CSE - Conferences, Seminars, & Expositions</div>	<div>Scheduling Freq</div> <div>Repeated every 0 months</div>	<div>Site Spec. Info</div> <div>N</div>

<i>COURSE ID: CSE131</i>		<i>COURSE TITLE:</i> DOE Contractors AMUG Seminar				
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 40 hours	Subject Area CSE - Conferences, Seminars, & Expositions	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<i>COURSE ID: CST154</i>		<i>COURSE TITLE:</i> Windows File and Disk Management				
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$45 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 8 hours	Subject Area CST - Computer Skills Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<i>COURSE ID: CST163</i>		<i>COURSE TITLE:</i> How to Use Windows 95				
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$99 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 8 hours	Subject Area CST - Computer Skills Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<i>COURSE ID: CST167</i>		<i>COURSE TITLE:</i> Creating A Home Page on the World Wide Web				
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$195 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area CST - Computer Skills Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<hr/> <i>COURSE ID: CST178</i> <i>COURSE TITLE:</i> Advanced Access for Windows						
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$99 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 8 hours	Subject Area CST - Computer Skills Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<hr/> <i>COURSE ID: CST188</i> <i>COURSE TITLE:</i> The Microsoft Windows 95						
Description SPONSOR: NA Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$99 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 8 hours	Subject Area CST - Computer Skills Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<hr/> <i>COURSE ID: CST212</i> <i>COURSE TITLE:</i> Netscape Naviagator 3.0 Introduction to the Internet						
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$185 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 8 hours	Subject Area CST - Computer Skills Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<hr/> <i>COURSE ID: CST233</i> <i>COURSE TITLE:</i> Access for Windows - Level 1						
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$99 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 8 hours	Subject Area CST - Computer Skills Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: CST245						
COURSE TITLE: Internet Services: A Hands-On Approach						
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee \$95 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 3 hours	Subject Area CST - Computer Skills Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
COURSE ID: CST297						
COURSE TITLE: Beginning Powerpoint						
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: COURSE DESCRIPTION: This one-day class covers the following topics: - PowerPoint Basics - Work with slides - Drawing & Graphics - The Finishing Touches PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee \$150 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 8 hours	Subject Area CST - Computer Skills Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<i>COURSE ID: CST298</i>		<i>COURSE TITLE:</i> Intermediate Powerpoint				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: COURSE DESCRIPTION: This one-day covers data charts, advanced text formatting, working with templates and advanced slide shows. The following topics will be covered: - Data Charts - Advanced Text Formatting - Work with Templates - Advanced Slide Shows PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$199 per student	Classroom	Instructor-Led	8 hours	CST - Computer Skills Training	Repeated every 0 months	N

COURSE ID: CST299		COURSE TITLE: Intermediate MS Word				
Description SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: COURSE DESCRIPTION: This course stresses mail-merging, tables of contents, indexing, footnotes, and boilerplates. If you are an author, or a busy secretary, this course is just what you need. The following topics will be covered: - Advanced Editing Tools - Columns & Tables - Use the Reference Tools - Mail Merging PREREQUISITES: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676

Fee \$199 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 8 hours	Subject Area CST - Computer Skills Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
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COURSE ID: CST303 **COURSE TITLE:** Intermediate Access

Description SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: COURSE DESCRIPTION: PREREQUISITES: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
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Fee \$150 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 8 hours	Subject Area CST - Computer Skills Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
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<i>COURSE ID: CST318</i>		<i>COURSE TITLE:</i> Advanced Access				
Description SPONSOR: N/A CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: COURSE DESCRIPTION: PREREQUISITES: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$150 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 8 hours	Subject Area CST - Computer Skills Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<i>COURSE ID: CST365</i>		<i>COURSE TITLE:</i> CHRIS Training				
Description Sponsor: N/A Contact: 845-5676 or 845-5177 Intended Audience: Course Description: Prerequisties: Not	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 32 hours	Subject Area CST - Computer Skills Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: COURSE DESCRIPTION: Introduction: This class is designed for students who want to learn how to create a basic project schedule with tasks and task relationships. Topics include editing and organizing projects, assigning resources to the tasks, and using Project views to get information about the project. Class participants will also learn how to format projects and print calendars and reports. Advanced: This course covers the advanced topics in Project 98. Class activities will include creating and editing tables, filters, and views; creating custom forms; changing the formatting in graphical views; defining customized reports; and recording and playing macros. As a participant in this two-day session, you will also customize menu bars and toolbars; learn how to share resources among multiple projects; consolidate multiple projects; share information between Project and other applications workspaces; and send project information to members of your workgroup. Managing and Tracking Projects: This specialized class teaches participants how to manage and track projects. Students will learn how to sort and find tasks or resources in a project; use views, filters, and tables to view project information; shorten the critical path of the project; and manage the project's	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676

resources. Additional results-focused activities include managing and viewing cost information, and tracking the completion of tasks in the project.
PREREQUISITES:
Not Specified

Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$374.4 per student	Classroom	Instructor-Led	24 hours	CST - Computer Skills Training	Repeated every 0 months	N

COURSE ID: CST373		COURSE TITLE: Visual Basic for Access				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: COURSE DESCRIPTION: Visual Basic for Access is a 24-hour course for the advanced Access user who wants to create customized applications using Access's programming language and macros. There will be in-class and take-home exercises teaching you how to: get input from the user and use it in queries and reports; use loops and if statements; create strings of queries to generate complex reports; automate the program with pushbuttons; respond instantly to "events" on screen, such as entering incorrect data; create screens that call up related screens with a click; create your own menus and toolbars. PREREQUISITES: Prerequisites: Advanced Access for Office 97 (5732) or Database Management (5733) AND Introduction to Computer Programming (5800).	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$535.5 per student	Classroom	Instructor-Led	24 hours	CST - Computer Skills Training	Repeated every 0 months	N

COURSE ID: CST375

COURSE TITLE: Advanced MS Access for Office 97

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: COURSE DESCRIPTION: In this 12-hour advanced class, participants will be able to apply and use Cascade Update and Cascade Delete properties. You will apply selection criteria and parameters in queries with the SQL system. Additionally, advanced forms, reports functions and expressions will be covered. You will learn how to create database automation features by building various macros to include an Autoexec macro. The text used is Microsoft Office User Specialist approved Courseware. Computer Fee: \$20. PREREQUISITES: Intermediate Access for Office 97 (5731).	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676

Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$193.5 per student	Classroom	Instructor-Led	12 hours	CST - Computer Skills Training	Repeated every 0 months	N

COURSE ID: EDU124

COURSE TITLE: Management Principles

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A Qualification & Training	(505) 845-5676 Division	DOE-AL	N	Qualification & Training	Division	845-5676

Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$648 per student	Classroom	Instructor-Led	3 hours	Education Courses	Repeated every 0 months	N

COURSE ID: *EDU190* **COURSE TITLE:** Analytic & Argumentative Writing

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: COURSE DESCRIPTION: This is a course in analytic and argumentative essay writing with readings in exposition and literature. Students prepare and submit research papers on topics of their own choosing. PREREQUISITES: None AVAILABLE SLOTS: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676

Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$117.35 per student	Classroom	Instructor-Led	3 hours	Education Courses	Repeated every 0 months	N

COURSE ID: *EDU232* **COURSE TITLE:** Organizational, Theory & Design

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676

Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$653 per student	Classroom	Instructor-Led	3 hours	Education Courses	Repeated every 0 months	N

<i>COURSE ID: EDU292</i>		<i>COURSE TITLE:</i> English				
Description SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: COURSE DESCRIPTION: This course reviews the conventions of standard American English. Students will be taught to write well-developed paragraphs writing short essays. PREREQUISITES: None AVAILABLE SLOTS: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676

Fee \$116.75 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 3 hours	Subject Area Education Courses	Scheduling Freq Repeated every 0 months	Site Spec. Info N
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COURSE ID: EDU390

COURSE TITLE: Intermediate HTML for Web Page Creation3

Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$195 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 12 hours	Subject Area Education Courses	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: EDU525

COURSE TITLE: Administrative Behavior

Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$297 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 3 hours	Subject Area Education Courses	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<i>COURSE ID: EDU526</i>		<i>COURSE TITLE:</i> Personal Communication Systems				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee \$597 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 3 hours	Subject Area Education Courses	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<i>COURSE ID: EDU644</i>		<i>COURSE TITLE:</i> Construction Safety				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-6534 INTENDED AUDIENCE: COURSE DESCRIPTION: The rigorous analyses of safety hazards and concerns that affect modern construction operations, methods, and equipment. In addition, a detailed examination of appropriate and effective preventive measures to ensure safe construction operations and a review of OSHA requirements related to the construction industry. PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee \$253.44 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 0 hours	Subject Area Education Courses	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<i>COURSE ID: EDU680</i>		<i>COURSE TITLE:</i> Intermediate Accounting II				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 3 hours	Subject Area Education Courses	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<i>COURSE ID: EDU681</i>		<i>COURSE TITLE:</i> Management Prior Learning Portfollo				
Description SPONSOR: N/A Qualification &_ Training	Facilty Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$648 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 3 hours	Subject Area Education Courses	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<i>COURSE ID: EDU682</i>		<i>COURSE TITLE:</i> Group & Organizational Behavior				
Description SPONSOR: N/A Qualification &_ Training	Facilty Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$645 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 3 hours	Subject Area Education Courses	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<i>COURSE ID: EDU786</i>		<i>COURSE TITLE:</i> Introduction to Psychology (Psych 105)				
Description Sponsor: N/A Contact: 845-5676 or 845-5177 Intended Audience: Course Description: Psychology as the scientific study of behavior and mental processes: methodology, psychobiology, learning, memory, personality, psychological disorders, therapy, personality and social psychology. Prerequisites: Not specified	Facilty Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$116.75 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 30 hours	Subject Area Education Courses	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: EDU791						
COURSE TITLE: Meteorology						
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: COURSE DESCRIPTION: Systematic study of weather elements and control of atmosphere. World regional study of climate. Same as GES 313. (3 3 0) PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$181.5 per student	Classroom	Instructor-Led	40 hours	Education Courses	Repeated every 0 months	N

COURSE ID: EDU793						
COURSE TITLE: Industrial Fire Protection						
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: COURSE DESCRIPTION: The recognition, control or elimination of fire hazards in industrial settings. PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$675 per student	Classroom	Instructor-Led	3 hours	Education Courses	Repeated every 0 months	N

COURSE ID: <i>EDU797</i>						
COURSE TITLE: Internetworking MS TCP/IP on MS Windows NT 4.0						
Description SPONSOR: N/A CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: COURSE DESCRIPTION: PREREQUISITES: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$1321.59 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 3 hours	Subject Area Education Courses	Scheduling Freq Repeated every 0 months	Site Spec. Info N
COURSE ID: <i>EEO108</i>						
COURSE TITLE: Basic EEO Counseling						
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$495 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 32 hours	Subject Area EEO - Equal Employment Opportunity	Scheduling Freq Repeated every 0 months	Site Spec. Info N
COURSE ID: <i>EEO115</i>						
COURSE TITLE: EEO for Supervisors & Managers						
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$295 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 16 hours	Subject Area EEO - Equal Employment Opportunity	Scheduling Freq Repeated every 0 months	Site Spec. Info N
COURSE ID: <i>EEO121</i>						
COURSE TITLE: National Conference of the President's Committee on Employment						
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$125 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 32 hours	Subject Area EEO - Equal Employment Opportunity	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: EEO126 COURSE TITLE: Advanced EEO Counseling

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: Qualification &_ Training	N/A (505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee \$415 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area EEO - Equal Employment Opportunity	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: EEO140 COURSE TITLE: Special Emphasis Program Managers Workshop

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee \$435 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area EEO - Equal Employment Opportunity	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: EEO141 COURSE TITLE: Executive Forum on Diversity

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: COURSE DESCRIPTION: The Forum will help individuals better understand how to manage diversity in the workplace. Outcomes of the forum: Interactive participation; exposure to various styles of management; and development of better communication systems for the workplace. PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee \$50 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 4 hours	Subject Area EEO - Equal Employment Opportunity	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<i>COURSE ID: EEO154</i>		<i>COURSE TITLE:</i> AISES Training Conference				
Description SPONSOR: N/A CONTACT: 845-5676 or 845-6534 INTENDED AUDIENCE: COURSE DESCRIPTION: PREREQUISITES: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$445 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area EEO - Equal Employment Opportunity	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<i>COURSE ID: ESH101</i>		<i>COURSE TITLE:</i> McCoy's Expanded RCRA Seminar				
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$1600 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 40 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<i>COURSE ID: ESH138</i>		<i>COURSE TITLE:</i> Hazardous Waste Management: The Complete Course				
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$699 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 16 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<i>COURSE ID: ESH146</i>		<i>COURSE TITLE:</i> Survey of Weapons Development & Technology				
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 40 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<div><div>COURSE ID: ESH165</div><div>COURSE TITLE: Occupational & Environmental Radiation Protection</div></div>						
<div><div>Description</div><div>SPONSOR: N/A</div><div>Qualification &_ Training</div></div>	<div><div>Facility Contact</div><div>(505) 845-5676</div><div>Division</div></div>	<div><div>Phone</div><div>DOE-AL</div></div>	<div><div>Contact Sponsor</div><div>N</div></div>	<div><div>Open Availability</div><div>Qualification &_ Training</div></div>	<div><div>Registration Contact</div><div>Division</div></div>	<div><div>Phone</div><div>845-5676</div></div>
<div><div>Fee</div><div>\$1395 per student</div></div>	<div><div>Delivery Method</div><div>Classroom</div></div>	<div><div>Delivery</div><div>Instructor-Led</div></div>	<div><div>Course Length</div><div>40 hours</div></div>	<div><div>Subject Area</div><div>Environment, Safety, & Health Training</div></div>	<div><div>Scheduling Freq</div><div>Repeated every 0 months</div></div>	<div><div>Site Spec. Info</div><div>N</div></div>
<div><div>COURSE ID: ESH181</div><div>COURSE TITLE: Environmental Laws & Regulations Course</div></div>						
<div><div>Description</div><div>SPONSOR: N/A</div><div>Qualification &_ Training</div></div>	<div><div>Facility Contact</div><div>(505) 845-5676</div><div>Division</div></div>	<div><div>Phone</div><div>DOE-AL</div></div>	<div><div>Contact Sponsor</div><div>N</div></div>	<div><div>Open Availability</div><div>Qualification &_ Training</div></div>	<div><div>Registration Contact</div><div>Division</div></div>	<div><div>Phone</div><div>845-5676</div></div>
<div><div>Fee</div><div>\$999 per student</div></div>	<div><div>Delivery Method</div><div>Classroom</div></div>	<div><div>Delivery</div><div>Instructor-Led</div></div>	<div><div>Course Length</div><div>24 hours</div></div>	<div><div>Subject Area</div><div>Environment, Safety, & Health Training</div></div>	<div><div>Scheduling Freq</div><div>Repeated every 0 months</div></div>	<div><div>Site Spec. Info</div><div>N</div></div>
<div><div>COURSE ID: ESH199</div><div>COURSE TITLE: Methods for Reviewing Safety Analysis Reports for Packaging & Performing Confirm</div></div>						
<div><div>Description</div><div>SPONSOR: N/A</div><div>Qualification &_ Training</div></div>	<div><div>Facility Contact</div><div>(505) 845-5676</div><div>Division</div></div>	<div><div>Phone</div><div>DOE-AL</div></div>	<div><div>Contact Sponsor</div><div>N</div></div>	<div><div>Open Availability</div><div>Qualification &_ Training</div></div>	<div><div>Registration Contact</div><div>Division</div></div>	<div><div>Phone</div><div>845-5676</div></div>
<div><div>Fee</div><div>\$1250 per student</div></div>	<div><div>Delivery Method</div><div>Classroom</div></div>	<div><div>Delivery</div><div>Instructor-Led</div></div>	<div><div>Course Length</div><div>80 hours</div></div>	<div><div>Subject Area</div><div>Environment, Safety, & Health Training</div></div>	<div><div>Scheduling Freq</div><div>Repeated every 0 months</div></div>	<div><div>Site Spec. Info</div><div>N</div></div>
<div><div>COURSE ID: ESH244</div><div>COURSE TITLE: Lead Contract/Supervisor</div></div>						
<div><div>Description</div><div>SPONSOR: N/A</div><div>Qualification &_ Training</div></div>	<div><div>Facility Contact</div><div>(505) 845-5676</div><div>Division</div></div>	<div><div>Phone</div><div>DOE-AL</div></div>	<div><div>Contact Sponsor</div><div>N</div></div>	<div><div>Open Availability</div><div>Qualification &_ Training</div></div>	<div><div>Registration Contact</div><div>Division</div></div>	<div><div>Phone</div><div>845-5676</div></div>
<div><div>Fee</div><div>\$350 per student</div></div>	<div><div>Delivery Method</div><div>Classroom</div></div>	<div><div>Delivery</div><div>Instructor-Led</div></div>	<div><div>Course Length</div><div>32 hours</div></div>	<div><div>Subject Area</div><div>Environment, Safety, & Health Training</div></div>	<div><div>Scheduling Freq</div><div>Repeated every 0 months</div></div>	<div><div>Site Spec. Info</div><div>N</div></div>

COURSE ID: ESH268		COURSE TITLE: RCRA Corrective Action Workshop				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A						
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	24 hours	Environment, Safety, & Health Training	Repeated every 0 months	N
COURSE ID: ESH274		COURSE TITLE: Chemistry for Non-Chemist				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: NA						
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$999 per student	Classroom	Instructor-Led	16 hours	Environment, Safety, & Health Training	Repeated every 0 months	N
COURSE ID: ESH276		COURSE TITLE: Advanced Environmental Compliance				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A						
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$949 per student	Classroom	Instructor-Led	16 hours	Environment, Safety, & Health Training	Repeated every 0 months	N

COURSE ID: <i>ESH292</i>						
COURSE TITLE: Principles of Occupational Safety & Health						
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: COURSE DESCRIPTION: This course will introduced to the basic principles of occupational safety and health. This coursework is based on the council's two-volume Accident Prevention Manual . Written with an eye on the future, the APM recongnizes the expanding role of those individuals charged with oversight of safety and health in the workplace. Majors topics: Accident investigation , Communications for safety, Electrical safety, Ergonomics, Fire safety, Incident reporting, industrial Hygiene, Introduction to safety, Job instruction training, Job safety analysis, Machine safeguarding. These are just some of the topics Issues. PREREQUISITES: AVAILABLE SLOTS: N/A	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$1370 per student	Classroom	Instructor-Led	40 hours	Environment, Safety, & Health Training	Repeated every 0 months	N

<i>COURSE ID: ESH308</i>		<i>COURSE TITLE:</i> Basic Survey				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: New DOE and DOE-contractor employees who will be participating in surveys and self-assessment of safeguards and security (S&) programs. COURSE DESCRIPTION: This self-directed, introductory correspondence course provides basic knowledge about the survey process (planning, conduct, and post-survey activities). Addressed are the following topical areas: information security, materials control and accountability, protection program operations, program management, and personnel security. (NOTE: Students will need access to orders and other pertinent documents to learn about these topical areas). PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	40 hours	Environment, Safety, & Health Training	Repeated every 0 months	N

COURSE ID: <i>ESH342</i>		COURSE TITLE: RCRA Cleanup Reforms - Faster, Focused, More Flexible Cleanups				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5676 or 845-6534 INTENDED AUDIENCE: Managers and personnel responsible for implementing RCRA Cleanups Reforms to RCRA Corrective Action Program at DOE sites, facilities, or laboratories are encouraged to participate. COURSE DESCRIPTION: This boardcast will cover the following: - Why is EPA reforming its Corrective Action Programs? - What are EPA's Goals for the Corrective Action Program? - What are the EPA's Environmental Indicators? - What are the potential barriers to successful RCRA Cleanup Reforms? - Why are RCRA Cleanup Reforms important to the Department of Energy? - What is DOE's path forward for implementing RCRA Cleanup Reforms? PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	2 hours	Environment, Safety, & Health Training	Repeated every 0 months	N

<i>COURSE ID: ESH344</i>		<i>COURSE TITLE: OSHA Hazwoper Refresher (8HR)</i>				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: COURSE DESCRIPTION: This training will cover topics such as hazard identification, use of air quality-monitors, and personal protective equipment. This course will develop safety plans and mitigate a hazardous material spill. PREREQUISITES: Medical Surviellance	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$99 per student	Classroom	Instructor-Led	8 hours	Environment, Safety, & Health Training	Repeated every 0 months	N

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: Safety analysis professionals in DOE and contractor community, including safety managers and regulators, preparers, reviewers, and approvers of hazard and accident analysis; TSR and SAR writers and reviewers; facility personnel; and those performing hazard and accident analysis. COURSE DESCRIPTION: Participants will be able to demonstrate basic knowledge and comprehension of hazard analysis, accident analysis, and the requirements for deriving Technical Safety Requirements (TSRs). In-class exercises working with a case study will enable participants to demonstrate working-level competency and apply knowledge to specific safety analysis tasks. Upon completion of the course, the participant will be able to understand and contribute to the uniform application of safety analysis core topics and methods per DOE Order 5480.23 and DOE Standard 3009 guidance. PREREQUISITES: Technical background and experience in the safety analysis field.	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	16 hours	Environment, Safety, & Health Training	Repeated every 0 months	N

<hr/> <i>COURSE ID: ESH380</i> <i>COURSE TITLE:</i> Pollution Prevention Conference <hr/>						
Description SPONSOR:	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee \$150 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 32 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<hr/> <i>COURSE ID: ESH389</i> <i>COURSE TITLE:</i> TRUPACT-II Users School <hr/>						
Description SPONSOR: N/A	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee \$995 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<hr/> <i>COURSE ID: ESH397</i> <i>COURSE TITLE:</i> ICS/EOC Interface <hr/>						
Description SPONSOR: N/A	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 8 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<hr/> <i>COURSE ID: ESH398</i> <i>COURSE TITLE:</i> Emergency Management - Developing Volunteer Resources <hr/>						
Description SPONSOR: N/A	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 16 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<i>COURSE ID: ESH399</i>		<i>COURSE TITLE:</i> Emergency Planning Course				
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<i>COURSE ID: ESH409</i>		<i>COURSE TITLE:</i> Tamper Indicating Device Program				
Description SPONSOR: NA CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: Primarily, DOE and DOE-contractor personnel entry level or reassigned who have responsibilities in TID program administration, training, inspection / auditing, custodial, or application. COURSE DESCRIPTION: This course trains administrators, trainers, and custodians to implement proper TID programs Course principles are taken from DOE 5633.3B, DOE TID handbooks, reference manuals and guides. PREREQUISITES: Ssuccessful completion of either MCA-101 or MCA-101D (classroom or computer-based training version of Introduction to Nuclear Materials Control and Accountability)	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<i>COURSE ID: ESH415</i>		<i>COURSE TITLE:</i> Advanced RCRA Refresher Course				
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$900 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 16 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<i>COURSE ID: ESH416</i>		<i>COURSE TITLE:</i> Facility Survey Team Leader				
Description SPONSOR: NA Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 40 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<i>COURSE ID: ESH417</i>		<i>COURSE TITLE:</i> Joint DoD/DOE Nuclear Surety Executive Course (JNSEC)				
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 16 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<i>COURSE ID: ESH419</i>		<i>COURSE TITLE:</i> Quantitative Methods Certification				
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$895 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 20 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<hr/> <i>COURSE ID: ESH420</i> <i>COURSE TITLE:</i> Natural Resource Damage Assessment - Strategies for Achieving Benefical Outcomes <hr/>						
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 16 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<hr/> <i>COURSE ID: ESH422</i> <i>COURSE TITLE:</i> Registered Environmental Manager <hr/>						
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 12 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<hr/> <i>COURSE ID: ESH424</i> <i>COURSE TITLE:</i> Low and High Voltage Electrical Safety <hr/>						
Description SPONSOR: NA Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$250 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 8 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<hr/> <i>COURSE ID: ESH426</i> <i>COURSE TITLE:</i> Accident Investigation <hr/>						
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$580 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<hr/> <i>COURSE ID: ESH427</i> <i>COURSE TITLE:</i> SARA Title III Workshop <hr/>						
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$399 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 8 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<hr/> <i>COURSE ID: ESH428</i> <i>COURSE TITLE:</i> Weekend Academy of Environmental Compliance <hr/>						
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$999 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 16 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<hr/> <i>COURSE ID: ESH429</i> <i>COURSE TITLE:</i> Certified Environmental Auditor <hr/>						
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 12 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<hr/> <i>COURSE ID: ESH430</i> <i>COURSE TITLE:</i> Environmental Regulations <hr/>						
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$120 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 3 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<hr/> <i>COURSE ID: ESH431</i> <i>COURSE TITLE:</i> Environmental Geology <hr/>						
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$120 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 3 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<hr/> <i>COURSE ID: ESH432</i> <i>COURSE TITLE:</i> Waste Management Science <hr/>						
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$120 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 3 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<hr/> <i>COURSE ID: ESH434</i> <i>COURSE TITLE:</i> Packaging Labeling & Storaghe for Explosives <hr/>						
Description SPONSOR: NA Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$213 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 8 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<hr/> <i>COURSE ID: ESH436</i> <i>COURSE TITLE:</i> EPA Enforcement Seminar/Training <hr/>						
Description SPONSOR: NA Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 32 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: ESH437

COURSE TITLE: New Advances in Ecological Risk Assessment

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee \$900 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 32 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: ESH439

COURSE TITLE: Creative Approaches to NHPA Compliance & Management

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee \$65 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 8 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: ESH440

COURSE TITLE: DOT Regulations On the Classification, Packaging & Transportation of Explosives

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee \$695 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 16 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: ESH464

COURSE TITLE: Nuclear Criticality Safety

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: COURSE DESCRIPTION: PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee \$600 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5676 or 845-6534 INTENDED AUDIENCE: This course is intended primarily for NESSG members-in-training, but others who may take the course for credit or audit include NESSG technical advisors, NESSG observers, other independent review team leaders/members, Project team members, and Management Team members. COURSE DESCRIPTION: This course provides a general introduction to the safety of nuclear explosive operations. In order to apply concepts from lecture and discussions, a simulated NES Study and practice exercise are used throughout the course. This course also includes tours of various facilities at Pantex. The following topics will be covered: - Nuclear Weapons Program Overview - DOE's NEWS Program - Pantex, NTS and Dod Operations - Evolution of NES and Stockpile Status - NEWS Program Orders and Directives - Nuclear Explosive Safety Study (NESS) Process - NESS Input Adequacy Review - NESS Technical Briefings - NESS Observations and Deliverations - NESS Report PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676

Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	32 hours	Environment, Safety, & Health Training	Repeated every 0 months	N

COURSE ID: <i>ESH605</i>		COURSE TITLE: Seismic Analysis				
Description SPONSOR: N/A CONTACT: 845-5676 or 845-6534 INTENDED AUDIENCE: COURSE DESCRIPTION: PREREQUISITES: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 32 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: <i>ESH615</i>		COURSE TITLE: NPDES Storm Water Permit Compliance				
Description Sponsor: N/A Contact: 845-5676 or 845-5177 Intended Audience: Course Description: Learn how to comply with the EPA's most recent requirements for storm water discharge permits for industrial and construction activities and for municipalities. Prerequisites: Not specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$835 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 16 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: <i>ESH616</i>		COURSE TITLE: 1999 RCRA Seminar				
Description Sponsor: N/A Contact: 845-5676 or 845-5177 Intended Audience: Course Description: Prerequisites: Not	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$1440 per student	Delivery Method Classroom	Settings Instructor-Led	Delivery 32 hours	Course Length Environment, Safety, & Health Training	Subject Area Repeated every 0 months	Scheduling Freq Site Spec. Info N

COURSE ID: ESH620		COURSE TITLE: Long Term Stewardship Workshop				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
Sponsor: N/A Contact: 845-5676 or 845-5177 Intended Audience: Course Description: Prerequisties: Not	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$30 per student	Classroom	Instructor-Led	32 hours	Environment, Safety, & Health Training	Repeated every 0 months	N

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: COURSE DESCRIPTION: The Department of Energy/s (DOE's) National Environmental Training Office will provide a one-day course that addresses the requirements of the key environmental laws affecting the DOE, especially its waste management, environmental restoration, and environmental compliance programs. Participants learn about the basics of various laws and regulations and recent changes. The course is organized around actual DOE case studies that provide lessons learned and give the students the opportunity to study how environmental compliance issues have been resolved. The strength of the course is its specificity on how these laws apply to DOE operations. The detailed course manual serves as a useful desk reference summarizing the requirements of each environmental law or regulation. The course includes a final comprehensive exam. PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$220 per student	Classroom	Instructor-Led	8 hours	Environment, Safety, & Health Training	Repeated every 0 months	N

COURSE ID: ESH623						
COURSE TITLE: An Overview of Environmental Laws & Regulations For Managers and Mixed Waste						
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
<p>INTENDED AUDIENCE: Safety analysis professionals in DOE and contractor community, including safety managers and regulators, preparers, reviewers, and approvers of hazard and accident analysis; TSR and SAR writers and reviewers; facility personnel; and those performing hazard and accident analysis.</p> <p>COURSE DESCRIPTION: Participants will be able to demonstrate basic knowledge and comprehension of hazard analysis, accident analysis, and the requirements for deriving Technical Safety Requirements (TSRs). In-class exercises working with a case study will enable participants to demonstrate working-level competency and apply knowledge to specific safety analysis tasks. Upon completion of the course, the participant will be able to understand and contribute to the uniform application of safety analysis core topics and methods per DOE Order 5480.23 and DOE Standard 3009 guidance.</p> <p>PREREQUISITES: Technical background and experience in the safety analysis field.</p>	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$1290 per student	Classroom	Instructor-Led	40 hours	Environment, Safety, & Health Training	Repeated every 0 months	N

COURSE ID: <i>ESH624</i>						
COURSE TITLE: Radiation Emergency Assistance Center/Training Seminar						
Description SPONSOR: N/A CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: COURSE DESCRIPTION: PREREQUISITES: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 16 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
COURSE ID: <i>ESH625</i>						
COURSE TITLE: Weapon Product Definition						
Description SPONSOR: N/A CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: COURSE DESCRIPTION: PREREQUISITES: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
COURSE ID: <i>ESH629</i>						
COURSE TITLE: Strategies for Implenmentation of the PAAA QA Rule in Radiological Facilities						
Description SPONSOR: N/A CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: COURSE DESCRIPTION: PREREQUISITES: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 16 hours	Subject Area Environment, Safety, & Health Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: <i>ESH630</i>						
COURSE TITLE: Auditing Methods for Lead Auditors						
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5676 or 845-6534 INTENDED AUDIENCE: COURSE DESCRIPTION: The Auditing Methods for Lead Auditors course focuses on the skills and qualifications needed by lead auditors to perform audits or independent assessments. It focuses on topics required for lead auditor certification in accordance with ASME NQA-1. Background information is reviewed before the fundamentals of the audit process are examined in-depth. PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676

Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	24 hours	Environment, Safety, & Health Training	Repeated every 0 months	N
COURSE ID: <i>ETT103</i>						
COURSE TITLE: Advanced PowerHouse 4GL (Part 1)						
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$2200 per student	Classroom	Instructor-Led	32 hours	ETT - Engineering & Technical Training	Repeated every 0 months	N

COURSE ID: ETT107		COURSE TITLE: Nuclear Weapons Orientation				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A						
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	32 hours	ETT - Engineering & Technical Training	Repeated every 0 months	N

COURSE ID: <i>ETT121</i>		COURSE TITLE: Street Survival				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A						
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$199 per student	Classroom	Instructor-Led	24 hours	ETT - Engineering & Technical Training	Repeated every 0 months	N

COURSE ID: ETT151

COURSE TITLE: Radiological Accident Command, Control, and Coordination Course (RAC-3)

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: Military officers, senior NCOs, federal employees, civilian authorities, and local/state representatives with nuclear weapons responsibilities. COURSE DESCRIPTION: This course provides training in responsibilities and problem resolutions involved in a nuclear weapon accident response. The course content includes lessons learned from past accidents, federal, state, and local agency responsibilities; and key issues specific to a nuclear weapon accident. The course will include practical field exercises during which students encounter realistic problems that occur during a nuclear weapon accident response. PREREQUISITES: None AVAILABLE SLOTS: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	40 hours	ETT - Engineering & Technical Training	Repeated every 0 months	N

COURSE ID: ETT191

COURSE TITLE: Basic Instructor Training

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	40 hours	ETT - Engineering & Technical Training	Repeated every 0 months	N

<hr/> <i>COURSE ID: ETT213</i> <i>COURSE TITLE:</i> Annual Training for Institute of Nuclear Materials Management <hr/>						
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$525 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 36 hours	Subject Area ETT - Engineering & Technical Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<hr/> <i>COURSE ID: ETT225</i> <i>COURSE TITLE:</i> Nuclear Weapons Effects Course <hr/>						
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 16 hours	Subject Area ETT - Engineering & Technical Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<hr/> <i>COURSE ID: ETT232</i> <i>COURSE TITLE:</i> Systems Engineering (PMCE02) <hr/>						
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area ETT - Engineering & Technical Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: ETT235

COURSE TITLE: Introduction to Nuclear Materials Control & Accountability

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: DOE and DOE-contractor personnel (entry-level or reassigned) who work with nuclear materials control and accountability (MC&) programs and who have less than three years of MC& experience. For more experienced personnel this course can provide a "test-out" opportunity with immediate remediation. COURSE DESCRIPTION: Course topics include the properties and characteristics of nuclear materials that are importatnt to safeguards; their categorization and attractiveness levels; current and historical diversity of nuclear materails in the DOE complex; the basic requirements of planning, implementing , and evaluating an MC& program; the generation, collection, and utilization of nuclear materials prevention of unauthorized activities in storing, processing, and transferring nuclear materials. PREREQUISITES: None Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676

Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	5 hours	ETT - Engineering & Technical Training	Repeated every 0 months	N

COURSE ID: ETT238		COURSE TITLE: National Electrical Code				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: This program has been designed to be of special interest to Utility Company Personnel, Facilities Managers and Engineers, Electricians and Systems Installers, Plant Engineers and Maintenance Personnel, Troubleshooters and Staff Design Professionals who have not had formal education in the NEC or who need to be updated on the current standards. COURSE DESCRIPTION: You will learn a basic "street savvy" understanding of the National Electrical Code; Skills to help you identify potential problems in existing electrical system installations; 1996 National Electrical Code; "An Illustrative Interpretation of the 1996 National Electrical Code and Electrical inspection pointers. PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$985 per student	Classroom	Instructor-Led	24 hours	ETT - Engineering & Technical Training	Repeated every 0 months	N

COURSE ID: *ETT243* **COURSE TITLE:** Basics of Industrial Electricity

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee \$595 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 16 hours	Subject Area ETT - Engineering & Technical Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: *ETT245* **COURSE TITLE:** Armorer Certification

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee \$250 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 16 hours	Subject Area ETT - Engineering & Technical Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: *ETT247* **COURSE TITLE:** Facility Performance Monitoring

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area ETT - Engineering & Technical Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: *ETT292* **COURSE TITLE:** Applied Health Physics Program

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
Applied Health Physics	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee \$7995 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 200 hours	Subject Area ETT - Engineering & Technical Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: <i>ETT294</i>		COURSE TITLE: Fundamentals of Building Code Design				
Description Sponsor: N/A Contact: 845-5676 or 845-5177 Intended Audience: Course Description: This three short-course seminar will cover Introduction to the Building Codes including Use Groups, Construction Types, Height and Area; the second course will cover Fire Protection Systems and the third course will be Means of Egress. Prerequisites: Not specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676

Fee \$200 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 12 hours	Subject Area ETT - Engineering & Technical Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
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COURSE ID: *ETT296* **COURSE TITLE:** TRTR Conference

Description SPONSOR: N/A CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: COURSE DESCRIPTION: PREREQUISITES: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$250 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 32 hours	Subject Area ETT - Engineering & Technical Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<i>COURSE ID: ETT300</i>		<i>COURSE TITLE:</i> Nuclear Weapons Orientation				
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Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: COURSE DESCRIPTION: A four-day course on the national nuclear weapons program. The following topics are covered: operational and physical characteristics; stockpile, effects and employment, organizational involvement, nuclear weapons accident history, methods of delivery, response procedures, nuclear safety program, intelligence estimates, test program, and future trends. PREREQUISITES: If you have been notified by QTD that you are registered. It is YOUR responsibility to to get your clearance infomation to Sgt. Falls 846-5666. AVAILABLE SLOTS:	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	32 hours	ETT - Engineering & Technical Training	Repeated every 0 months	N

COURSE ID: <i>FAB101</i>		COURSE TITLE: Budget Execution				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: Budget analysts, accountants, auditors, financial management specialist COURSE DESCRIPTION: This course addresses fund control with an emphasis on development of financial plans and administrative requirements for reprogramming and realigning available funds. The complete sequence of events in the budget execution cycle, (including appropriations, allotments, commitments, obligations, expenditures, and outlays) will be covered. PREREQUISITES: None AVAILABLE SLOTS: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$495 per student	Classroom	Instructor-Led	32 hours	FAB - Finance, Accounting, & Budget Training	Repeated every 0 months	N

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: All accountants and accounting supervisors and other managers or staff who may need a working knowledge of FASAB requirements. COURSE DESCRIPTION: To comply with the CFO Act as expanded by the Government Management Reform Act (GMRA), federal financial managers, accountants and auditors need to interpret and apply new accounting concepts and standards. These concepts and standards have evolved from recommendations of the Federal Accounting Standards Advisory Board (FASAB). Based on FASAB recommendations, OMB and GAO are implementing the new standards beginning in FY 1997. Several standards have major impact and will require in-depth understanding and careful planning. This course will assist you in actual application of the standards and prepare you for doing accounting transactions and reporting requirements for better financial and managerial accounting. Materials for this course have been developed in partnership with FASAB. PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676

Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$425 per student	Classroom	Instructor-Led	24 hours	FAB - Finance, Accounting, & Budget Training	Repeated every 0 months	N

COURSE ID: *FAB112* **COURSE TITLE:** Budget Formulation

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: Budget analyst, accountants, auditors, financial management specialist, program managers, and others who require a detailed knowledge of federal procedures and processes. COURSE DESCRIPTION: Each year Federal agencies must submit budget estimates to the Office of Management and Budget (OMB). Budgets must be submitted in accordance with OMB policies and instructions and in the format prescribed in OMB Circular No. A-11. The objective is to learn the major concepts on which the Federal budget is based and how to relate costs to accrued expenditures and to obligations and outlays. PREREQUISITES: None AVAILABLE SLOTS: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676

Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$495 per student	Classroom	Instructor-Led	32 hours	FAB - Finance, Accounting, & Budget Training	Repeated every 0 months	N

<i>COURSE ID: FAB120</i>		<i>COURSE TITLE:</i> Activity-Based Cost Management: Methods & Techniques				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee \$465 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area FAB - Finance, Accounting, & Budget Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<i>COURSE ID: FAB129</i>		<i>COURSE TITLE:</i> Federal Appropriations Law				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: Budget and fiscal specialist and officers, general counsel staff, Inspector and managers. COURSE DESCRIPTION: This course will cover the legal aspects of Federal appropriations. The following topics will be covered: - Authorizations - Sequestrations - Continuing resolution - Comptroller General decisions PREREQUISITES: None AVAILABLE SLOTS: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee \$695 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 32 hours	Subject Area FAB - Finance, Accounting, & Budget Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<i>COURSE ID: FAB151</i>		<i>COURSE TITLE:</i> Procurement Planning				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee \$395 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 40 hours	Subject Area FAB - Finance, Accounting, & Budget Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<hr/> <i>COURSE ID: FAB152</i> <i>COURSE TITLE:</i> Life Cycle Cost Estimating (PMCE01) <hr/>						
Description SPONSOR: QTD Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 16 hours	Subject Area FAB - Finance, Accounting, & Budget Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<hr/> <i>COURSE ID: FAB153</i> <i>COURSE TITLE:</i> Budget Justification & Presentation <hr/>						
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$415 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area FAB - Finance, Accounting, & Budget Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<hr/> <i>COURSE ID: FAB158</i> <i>COURSE TITLE:</i> Administration of Cost Reimbursement Contracts <hr/>						
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$485 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 40 hours	Subject Area FAB - Finance, Accounting, & Budget Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<hr/> <i>COURSE ID: FAB159</i> <i>COURSE TITLE:</i> BRMD & AFSC Workshop <hr/>						
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 4 hours	Subject Area FAB - Finance, Accounting, & Budget Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: <i>FAB160</i>		COURSE TITLE: Federal Cost Accounting Concepts				
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$395 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area FAB - Finance, Accounting, & Budget Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: <i>FAB164</i>		COURSE TITLE: Introduction To Control Self Assessment				
Description SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: COURSE DESCRIPTION: This course will get you familiar with the control self-assessment process. It is a process inwhich people directly involved in a business function determine the effectiveness of the processes in place and how well business objectives are being met. PREREQUISITES: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area FAB - Finance, Accounting, & Budget Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<i>COURSE ID: FIA114</i>		<i>COURSE TITLE:</i> Increasing Human Effectiveness Seminar				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: COURSE DESCRIPTION: This comprehensive seminar is a unique "people building" program that provides tools to enable the participant to implement and sustain personal and professional growth. This seminar will cover the following topics:- Overcoming fear of failure and change.- Increasing acceptance of new ideas and methods - Tools for effective goal implementation, enable people to perform at higher levels.- Managing accelerated change.- Prepares participants to take risks, make better decisions and solve problems - Build a more "Can Do" attitude. PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	12 hours	Federal Inter-Agency Training	Repeated every 0 months	N

COURSE ID: FIA126		COURSE TITLE: Effective Writing & Grammar				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5676 or 845-6534 INTENDED AUDIENCE: COURSE DESCRIPTION: This session covers the parts of speech, subject-verb agreement, misplaced modifiers and abused words. Effective writing all focuses on information needed to become a better writer, communicate ideas concisely and proofread for accuracy. PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	16 hours	Federal Inter-Agency Training	Repeated every 0 months	N

COURSE ID: FIA127

COURSE TITLE: Basic Instructor Course

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5676 or 845-6534 INTENDED AUDIENCE: COURSE DESCRIPTION: If your needs go beyond occasionally training a fellow employee, a more extensive training experience may be required. Consisting of six full days of class covering all essential components of training from preparation to follow-up, the Trainer's Academy is an extensive program designed to make your a "real" trainer. Upon graduation from the academy, participants will:- Strategically determine if training is needed - Determine what type of training approach to use - Plan, draft and complete a written lesson/course plan for a specific subject - Effectively present the lesson - Measure success of the training by applying the four levels of training evaluation. PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676

Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	72 hours	Federal Inter-Agency Training	Repeated every 0 months	N

COURSE ID: <i>FIA149</i>		COURSE TITLE: Workplace Challenges in the 21st Century: Women Leading the Way				
Description SPONSOR: N/A CONTACT: 845-5676 or 845-6534 INTENDED AUDIENCE: COURSE DESCRIPTION: The one-day training will cover the following topics: - Better undersatand/appreciate historical context of women in the workplace and their roots in the Civil Rights Movement. - To be able to distinguish clearly between gender discrimination and sexual harassment - To clarify the difference between EO and Affirmative Action, understanding rights/responsibility - To identify strategies for women and men, in partnership, to ensure equity, enabling fuller organization participation. PREREQUISITES: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676

Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 8 hours	Subject Area Federal Inter-Agency Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
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COURSE ID: *GET101* **COURSE TITLE:** Franklin Time Management

Description SPONSOR: N/A Qualification & Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification & Training	Registration Contact Division	Phone 845-5676
Fee \$174 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 8 hours	Subject Area General Employee Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: <i>GET105</i>		COURSE TITLE: Business Writing for Results				
Description SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: COURSE DESCRIPTION: This seminar will teach the participant how to acquire the basics of organizing words and shaping thoughts on paper. This seminar doesn't teach a bunch of stuffy grammatical rules that are complicated and hard to remember. It covers the following formats:- procedure manuals - technical materials - personnel evaluations - articles - newsletters PREREQUISITES: None AVAILABLE SLOTS: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676

Fee \$204.75 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 8 hours	Subject Area General Employee Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
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COURSE ID: *GET130* **COURSE TITLE:** First Things First - Personal Leadership Through Effective Time Management

Description SPONSOR: N/A Qualification & Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification & Training	Registration Contact Division	Phone 845-5676
Fee \$295 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 8 hours	Subject Area General Employee Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<i>COURSE ID: GET131</i>		<i>COURSE TITLE:</i> Management Analysis: Planning				
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Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: Employees who anticipate doing elementary management analysis such as management technicians, supervisors, administrative assistants, new management/program analysts, and support staff who work with management analysts. COURSE DESCRIPTION: As the first of three course in the Management Analysis series, this course teaches the fundamental tools of analysis which will allow employees with little or no experience to conduct basic studies. You will learn how to: - Apply basic concepts and principles of management analysis to the needs of your organization - Brief management on your findings - Write informative and convincing reports PREREQUISITES: None AVAILABLE SLOTS: Not Specified Formerly: Introduction to Management Analysis	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$495 per student	Classroom	Instructor-Led	32 hours	General Employee Training	Repeated every 0 months	N

COURSE ID: GET161		COURSE TITLE: Management Analysis: Data Gathering				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: Management analysts, program analysts, management interns and supervisors and managers who work with management analysts. COURSE DESCRIPTION: This is the second course in the Management Analysis series. It is designed for analysts who need advanced skills to conduct a full-blown management analysis study. It also introduces several useful quantitative techniques. PREREQUISITES: Introduction to Management Analysis	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$495 per student	Classroom	Instructor-Led	32 hours	General Employee Training	Repeated every 0 months	N

COURSE ID: GET166

COURSE TITLE: How To Build A Better Team

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: Team leaders, supervisors, managers, management trainees - business professionals who want to learn the skills needed to organize and lead exceptional teams. COURSE DESCRIPTION: This one-day seminar will teach the participant strategies and techniques for overcoming frustrating and tiring employee conflicts that keep teams from succeeding...difficult people problems no one else will talk about...and other common obstacles. PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$139 per student	Classroom	Instructor-Led	8 hours	General Employee Training	Repeated every 0 months	N

COURSE ID: GET176

COURSE TITLE: Jump Starting High-Performance Teams

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: DOE Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$295 per student	Classroom	Instructor-Led	40 hours	General Employee Training	Repeated every 0 months	N

COURSE ID: GET200		COURSE TITLE: CPR/First Aid Training.				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A						
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	8 hours	General Employee Training	Repeated every 0 months	N
COURSE ID: GET201		COURSE TITLE: Increasing Productivity Through Value-Based Time Management				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A						
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$174 per student	Classroom	Instructor-Led	8 hours	General Employee Training	Repeated every 0 months	N
COURSE ID: GET202		COURSE TITLE: Records Management & the Law: What You'll Need to Know in the 21st Century				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A						
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$85 per student	Classroom	Instructor-Led	8 hours	General Employee Training	Repeated every 0 months	N
COURSE ID: GET203		COURSE TITLE: Practice & Process of Auditing				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A						
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	24 hours	General Employee Training	Repeated every 0 months	N

COURSE ID: GET205		COURSE TITLE: English Language Skills				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A						
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$480 per student	Classroom	Instructor-Led	16 hours	General Employee Training	Repeated every 0 months	N

COURSE ID: <i>GET206</i>		COURSE TITLE: Basic Records Operations				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A						
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$150 per student	Classroom	Instructor-Led	16 hours	General Employee Training	Repeated every 0 months	N

COURSE ID: <i>HRI101</i>		COURSE TITLE: Pre-Retirement Planning				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: All Federal employees within five years of retirement eligibility. Spouses are encouraged to attend at no additional cost. COURSE DESCRIPTION: This course help the participant prepare for retirement decisions and adjustments. The course provides you with information, materials, and methods to cope with these changes and uncertainties. You will hear from experts in the areas of Federal benefits, financial planning, estate planning, tax and legal issues surrounding retirement. PREREQUISITES: None	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676

Fee \$425 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area Human Resources Issues	Scheduling Freq Repeated every 0 months	Site Spec. Info N
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COURSE ID: *HRI104* **COURSE TITLE:** Basic Employee Relations

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee \$475 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 32 hours	Subject Area Human Resources Issues	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: <i>HRI106</i>		COURSE TITLE: Mid-Career Retirement Planning				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: Employees covered under the Civil Service Retirement System(CSRS) or Federal Employee Retirement System (FERS) with at least 5 years Federal services who are 10 to 20 years from retirement. COURSE DESCRIPTION: This course is designed to help the participant develop plans that will improve retirement outlook and position for a more sound financial future. Objectives: - Assess your current retirement, financial and career goals - Develop systematic plans for meeting long range objectives - Make more thoughtful and meaningful choices regarding your Federal benefits. PREREQUISITES: None Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676

Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$335 per student	Classroom	Instructor-Led	16 hours	Human Resources Issues	Repeated every 0 months	N

COURSE ID: *HRI115* **COURSE TITLE:** Basic Position Classification

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$1095 per student	Classroom	Instructor-Led	80 hours	Human Resources Issues	Repeated every 0 months	N

<div><div>COURSE ID: <i>HRI119</i></div><div>COURSE TITLE: Human Resource Professional as a Consultant</div></div>						
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$295 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 16 hours	Subject Area Human Resources Issues	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<div><div>COURSE ID: <i>HRI129</i></div><div>COURSE TITLE: Job Analysis and KSA Examining</div></div>						
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$445 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area Human Resources Issues	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<div><div>COURSE ID: <i>HRI131</i></div><div>COURSE TITLE: Freedom of Information & Privacy Act Workshop</div></div>						
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$345 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 16 hours	Subject Area Human Resources Issues	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<div><div>COURSE ID: <i>HRI133</i></div><div>COURSE TITLE: Reduction-In-Force</div></div>						
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$445 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area Human Resources Issues	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<div><div>COURSE ID: HRI134</div><div>COURSE TITLE: FERS Retirement Benefits</div></div>						
<div><div>Description</div><div>SPONSOR: N/A</div><div>Qualification &_ Training</div></div>	<div><div>Facility Contact</div><div>(505) 845-5676</div><div>Division</div></div>	<div><div>Phone</div><div>DOE-AL</div></div>	<div><div>Contact Sponsor</div><div>N</div></div>	<div><div>Open Availability</div><div>Qualification &_ Training</div></div>	<div><div>Registration Contact</div><div>Division</div></div>	<div><div>Phone</div><div>845-5676</div></div>
<div><div>Fee</div><div>\$495 per student</div></div>	<div><div>Delivery Method</div><div>Classroom</div></div>	<div><div>Delivery</div><div>Instructor-Led</div></div>	<div><div>Course Length</div><div>32 hours</div></div>	<div><div>Subject Area</div><div>Human Resources Issues</div></div>	<div><div>Scheduling Freq</div><div>Repeated every 0 months</div></div>	<div><div>Site Spec. Info</div><div>N</div></div>
<div><div>COURSE ID: HRI144</div><div>COURSE TITLE: Instructor Training</div></div>						
<div><div>Description</div><div>SPONSOR: N/A</div><div>Qualification &_ Training</div></div>	<div><div>Facility Contact</div><div>(505) 845-5676</div><div>Division</div></div>	<div><div>Phone</div><div>DOE-AL</div></div>	<div><div>Contact Sponsor</div><div>N</div></div>	<div><div>Open Availability</div><div>Qualification &_ Training</div></div>	<div><div>Registration Contact</div><div>Division</div></div>	<div><div>Phone</div><div>845-5676</div></div>
<div><div>Fee</div><div>\$545 per student</div></div>	<div><div>Delivery Method</div><div>Classroom</div></div>	<div><div>Delivery</div><div>Instructor-Led</div></div>	<div><div>Course Length</div><div>40 hours</div></div>	<div><div>Subject Area</div><div>Human Resources Issues</div></div>	<div><div>Scheduling Freq</div><div>Repeated every 0 months</div></div>	<div><div>Site Spec. Info</div><div>N</div></div>
<div><div>COURSE ID: HRI147</div><div>COURSE TITLE: Symposium on Employee and Labor Relations</div></div>						
<div><div>Description</div><div>SPONSOR: N/A</div><div>Qualification &_ Training</div></div>	<div><div>Facility Contact</div><div>(505) 845-5676</div><div>Division</div></div>	<div><div>Phone</div><div>DOE-AL</div></div>	<div><div>Contact Sponsor</div><div>N</div></div>	<div><div>Open Availability</div><div>Qualification &_ Training</div></div>	<div><div>Registration Contact</div><div>Division</div></div>	<div><div>Phone</div><div>845-5676</div></div>
<div><div>Fee</div><div>\$575 per student</div></div>	<div><div>Delivery Method</div><div>Classroom</div></div>	<div><div>Delivery</div><div>Instructor-Led</div></div>	<div><div>Course Length</div><div>40 hours</div></div>	<div><div>Subject Area</div><div>Human Resources Issues</div></div>	<div><div>Scheduling Freq</div><div>Repeated every 0 months</div></div>	<div><div>Site Spec. Info</div><div>N</div></div>
<div><div>COURSE ID: HRI148</div><div>COURSE TITLE: Comprehensive Employee Benefits Workshop</div></div>						
<div><div>Description</div><div>SPONSOR: HQ/DOE</div><div>Qualification &_ Training</div></div>	<div><div>Facility Contact</div><div>(505) 845-5676</div><div>Division</div></div>	<div><div>Phone</div><div>DOE-AL</div></div>	<div><div>Contact Sponsor</div><div>N</div></div>	<div><div>Open Availability</div><div>Qualification &_ Training</div></div>	<div><div>Registration Contact</div><div>Division</div></div>	<div><div>Phone</div><div>845-5676</div></div>
<div><div>Fee</div><div>\$300 per student</div></div>	<div><div>Delivery Method</div><div>Classroom</div></div>	<div><div>Delivery</div><div>Instructor-Led</div></div>	<div><div>Course Length</div><div>40 hours</div></div>	<div><div>Subject Area</div><div>Human Resources Issues</div></div>	<div><div>Scheduling Freq</div><div>Repeated every 0 months</div></div>	<div><div>Site Spec. Info</div><div>N</div></div>

COURSE ID: HRI163		COURSE TITLE: Measuring the Return on Investment in Training & Development Certification Proc				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: QTD						
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$800 per student	Classroom	Instructor-Led	32 hours	Human Resources Issues	Repeated every 0 months	N
COURSE ID: HRI167		COURSE TITLE: CSRS Retirement Benefits				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A						
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$495 per student	Classroom	Instructor-Led	32 hours	Human Resources Issues	Repeated every 0 months	N
COURSE ID: HRI176		COURSE TITLE: Cross Cultural Mediation				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A						
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$191 per student	Classroom	Instructor-Led	8 hours	Human Resources Issues	Repeated every 0 months	N

COURSE ID: <i>HRI207</i>	COURSE TITLE: Financial Management: Tax Planning
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Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: All employees COURSE DESCRIPTION: This two-hour session will cover the following topics:- Highlights of the 1997 taxpayer relief act - The New Roth IRA - Taxes on Capital Gains - Benefits for Education - Benefits for Homeowners - Revised Estate tax guidelines - Tax-favored Investing - Tax exempt investments - Tax deferred investments - Tax-advantaged investmtns PREREQUISITES : Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676

Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	2 hours	Human Resources Issues	Repeated every 0 months	N

COURSE ID: *HRI208*

COURSE TITLE: Financial Management: Estate Planning

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: All employees COURSE DESCRIPTION: This two-hour session will cover the following topics:- Estate planning concerns - Wills - Trust - Gifting - Probate - Taxes & fees - Planning for the distribution of your assets according to your wishes - Discussion of trust and how they work - Living Trusts - Revocable vs. irrevocable trusts - A-B trusts - Life insurance trusts PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676

Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	2 hours	Human Resources Issues	Repeated every 0 months	N

COURSE ID: <i>HRI214</i>		COURSE TITLE: Alternative Dispute Resolution				
Description SPONSOR: N/A CONTACT: 845-5676 or 845-6534 INTENDED AUDIENCE: This course is designed for participants that need to know how to prevent employee disputes from entering a formal and costly system. COURSE DESCRIPTION: The participant will learn the following: - Legal mandates about ADR - Locating experts on ADR - Benefits and efficiencies of ADR - Types of disputes most suitable for ADR - Procedural requirements of ADR - Developing essential mediation skills PREREQUISITES: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$395 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 16 hours	Subject Area Human Resources Issues	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: <i>HRI227</i>		COURSE TITLE: How to Write KSA's & Advance Your Federal Career				
Description SPONSOR: N/A CONTACT: 845-5676 or 845-6534 INTENDED AUDIENCE: This course is for all employees interested in career opportunities in the federal government. COURSE DESCRIPTION: The following topics will be covered: - Distinguish yourself from the crowd by writing strong KSA's - Address specific KS requirements - Identify exactly what the rating specialist is looking for PREREQUISITES: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676

Fee \$545 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 8 hours	Subject Area Human Resources Issues	Scheduling Freq Repeated every 0 months	Site Spec. Info N
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COURSE ID: <i>HRI228</i>		COURSE TITLE: Women's Health and Stress Management				
Description Sponsor: N/A Contact: 845-5676 or 845-5177 Intended Audience: Course Description: Prerequisties: Not	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676

Fee \$69 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 8 hours	Subject Area Human Resources Issues	Scheduling Freq Repeated every 0 months	Site Spec. Info N
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<i>COURSE ID:</i> HRI230		<i>COURSE TITLE:</i> Strategic Compensation Conference				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: COURSE DESCRIPTION: A conference devoted to compensation issues ranging from the latest regulatory and policy changes to the most far-reaching ideas for changing how the Federal Government rewards employee performance to support agency missions and meet strategic objectives. PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$475 per student	Classroom	Instructor-Led	16 hours	Human Resources Issues	Repeated every 0 months	N

COURSE ID: *HRI234*

COURSE TITLE: Basic Employee Benefits for Personnelists

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
Sponsor: N/A Contact: 845-5676 or 845-5177 Intended Audience: This course is ideal for new benefits/retirement specialists, or anyone responsible for counseling new, current and separationg employees or processing benefit claims. Course Description: Determining retirement system coverage for rehires, transfers and converted employees, Specialized knowledge of federal employees health benefits, group life insurance and thrift savings plan, Explaining the basics of the social security system and its impact onfederal employees, Communicating various elements of the CSRS and the Federal employees retirement system to tothers, Identifying creditable service, eligibility and basic annuity computation under CSRS, CSRS Offset and FERS, Locating and identifying regulatory and procedural guidance regarding federal benefits. Prerequisties: Not specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676

Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$695 per student	Classroom	Instructor-Led	40 hours	Human Resources Issues	Repeated every 0 months	N

COURSE ID: <i>HRI235</i>		COURSE TITLE: Personnel Procedures for Clerks and Assistants				
Description Sponsor: N/A Contact: 845-5676 or 845-5177 Intended Audience: Federal employees in the personnel field or those desiring to broaden their understanding of personnel processing work. Course Description: Using required instructions to document personnel actions and maintain records and files. Prerequisites: Not specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$145 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area Human Resources Issues	Scheduling Freq Repeated every 0 months	Site Spec. Info N
COURSE ID: <i>HRI236</i>		COURSE TITLE: Advanced Processing Personnel Actions				
Description Sponsor: N/A Contact: 845-5676 or 845-5177 Intended Audience: Federal employees i the personnel field or those wanting to broaden their unstanding of personnel processing. Course Description: Using the guide to processing personnel actions to process actions related to creditable service, veterans' preference, waiting periods, retirement and insurance eligibility. Prerequisites: Not specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$175 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 32 hours	Subject Area Human Resources Issues	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: LGL156 *COURSE TITLE:* Annual Institute on Computer Law

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee \$1095 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 16 hours	Subject Area Legal Issues Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: LGL160 *COURSE TITLE:* Patent, Trademark & Copyright Law: Litigation

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee \$155 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 14 hours	Subject Area Legal Issues Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: LGL161 *COURSE TITLE:* Practical Tips for Intellectual Property

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee \$65 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 7 hours	Subject Area Legal Issues Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: LGL162 *COURSE TITLE:* Real Estate Condemnation

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee \$980 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 32 hours	Subject Area Legal Issues Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: LGL201						
COURSE TITLE: Ethics And Professional Responsibility						
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
Sponsor: N/A Contact: 845-5676 or 845-5177 Intended Audience: Course Description: Prerequisties: Not	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$99 per student	Classroom	Instructor-Led	3 hours	Legal Issues Training	Repeated every 0 months	N

COURSE ID: LGL203						
COURSE TITLE: SPIDER's 27th Annual Int'l Conference						
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
Conference	Qualification & Training Division	(505) 845-5676	Qualification & Training Division	Y	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$405 per student	Classroom	Instructor-Led	25 hours	Legal Issues Training	Repeated every 0 months	N

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: COURSE DESCRIPTION: Federal Facility Environmental Compliance: An Overview, The Erosion of Federal Facility Privilege and Protected Status, Case Study: Understanding Your Individual Liability Exposure, Clean Water Act Compliance, Storm Water Compliance, Networking Opportunity, RCRA Compliance, ID of Hazardous Wastes, RCRA Corrective Action, Land Disposal Restrictions, Day-to-Day RCRA MANAGEMENT, The Federal Facility Compliance Act(FFCA): What it Means to Your Daily Operations, CERCLA/Superfund Compliance, Understanding the RCRA/CERCLA Interface, Spill Prevention, Control, and Countermeasures, Clean Air Act Complainece, Clean Air Operating Permit Program, Clean Air Toxics, Environmental Planning: NEPA, Environmental Planning:NEPA, Environmental Planning: Endangered Species Act and Marine Mammal Protection Act, Managing PCBs, Managing Asbestos, Managing Lead, Hazardous Material Transportation, Underground Storage Tanks, Environmental Auditing and Inspections, Pollution Prevention, Environmental Training Requirements PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676

Fee \$1899 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 0 hours	Subject Area Legal Issues Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
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COURSE ID: LGL208		COURSE TITLE: Trial of a Patent Case				
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Description SPONSOR: N/A CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: COURSE DESCRIPTION: Effect of the U.W. Supreme Court's decision in Hilton Davis on the doctrine of equivalents and jury trials, claim construction, claim construction by the Federal Circuit after the U.S. Supreme Court's decision in Markman, mock Markman hearing, Mock preliminary injunction hearing, presentation and analysis of mock jury deliberations, education of the trial judge on relevant technology, on-sale/prior public use defenses in view of the U.S. Supreme Court's decision in Pfaff v. Wells Electronic, Inc., Strategic use of design patents, open forum. PREREQUISITES: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
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Fee \$695 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 0 hours	Subject Area Legal Issues Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: LGL216						
COURSE TITLE: Automobile Injury Case for Paralegals in New Mexico						
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5676 or 845-6534 INTENDED AUDIENCE: COURSE DESCRIPTION: The following agenda items will be covered: - Initial Considerations in the Automobile Accident Case - Presuit Settlement Negotiation & Methods - Paralegal's role in Trail Preparation & Strategies - Role in the Automobile Accident Case During Trial - Post-Trail Issues PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676

Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$179 per student	Classroom	Instructor-Led	6.5 hours	Legal Issues Training	Repeated every 0 months	N

COURSE ID: LTQ122						
COURSE TITLE: Overview of the Malcolm Baldrige Criteria for Performance Excellence (Managers)						
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	4 hours	LTQ - Leadership Through Quality	Repeated every 0 months	N

COURSE ID: LTQ123						
COURSE TITLE: Overview of the Malcolm Baldrige Criteria for Performance Excellence						
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	8 hours	LTQ - Leadership Through Quality	Repeated every 0 months	N

<i>COURSE ID: ODP102</i>		<i>COURSE TITLE:</i> Leadership For A Democratic Society				
Description SPONSOR: N/A Qualification &_ Training	Facilty Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$8650 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 160 hours	Subject Area Organizational Development	Scheduling Freq Repeated every 0 months	Site Spec. Info N

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
<p>SPONSOR: N/A CONTACT: 845-5177 or 845-5676</p> <p>INTENDED AUDIENCE: Nominees should be in the GS-9 through GS/GM-14 levels (or non-GS equivalent). They may be managers, interns, specialists or others engaged in such occupations as budget preparation, human resources analysis and allocation, program analysis, or policy development.</p> <p>COURSE DESCRIPTION: This five-day program provides a practical and comprehensive look at congressional operations and organization providing a first-hand understanding of not only congressional process and procedure, but also how Congress affects the daily operations of every Department and Agency in the Executive Branch. The following topics will be covered: - The authorization, appropriation, and budget processes in Congress; - The congressional leadership system; - The role of Members and staff in making policy, overseeing agency programs, and serving constituents; - The organizations and operations supporting the Members of Congress; - The interaction between the Executive and Legislative Branches and between the public and private sectors of society; and - The impact of the media and special interest groups on public policy formation.</p> <p>PREREQUISITES: None</p> <p>AVAILABLE SLOTS: Not Specified</p>	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676

Fee \$890 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 40 hours	Subject Area ORD - DOE Orders, Documents, or Information	Scheduling Freq Repeated every 0 months	Site Spec. Info N
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COURSE ID: OTT124		COURSE TITLE: Construction Contracting Basics				
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Description SPONSOR: N/A	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee \$485 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 40 hours	Subject Area OTT - Operations Technical Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
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COURSE ID: OTT139		COURSE TITLE: EFCOG Maintenance Working Group Workshop				
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Description SPONSOR: N/A	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee \$300 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area OTT - Operations Technical Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
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COURSE ID: OTT148		COURSE TITLE: Safety Training Methods				
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Description SPONSOR: N/A	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee \$1245 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 30 hours	Subject Area OTT - Operations Technical Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: OTT159

COURSE TITLE: Complete Course on Facilities Management

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: COURSE DESCRIPTION: Learn to master the powerful secrets of handling the multitude of challenges and responsibilities involved in running a facility. Some of the topics covered: How to stretch your maintenance dollar.. without sacrificing quality; The #1 way to cut utility costs; 4 OSHA standards every facility manager should be completely up-to-date on; and how to write crystal-clear bid specifications that tell contractors exactly what you want. PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676

Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$449 per student	Classroom	Instructor-Led	16 hours	OTT - Operations Technical Training	Repeated every 0 months	N

COURSE ID: OTT162		COURSE TITLE: Pollution Prevention Conference 99				
Description SPONSOR: N/A CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: N/A COURSE DESCRIPTION: The conference will focus on real methods towards achieving a pollution-free organization. The conference is organized into seven focus areas: sustainable design, air emissions, energy efficiency, P2 in clean-up, stabilization, and decommissioning, water conservation, purchasing environmentally preferable products, and waste reduction; specific technical and administrative issues will be addressed for each area. PREREQUISITES: None Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676

Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 40 hours	Subject Area OTT - Operations Technical Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
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COURSE ID: PRG113 **COURSE TITLE:** Strategic Decision Making (PGM06)

Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 40 hours	Subject Area Program Management Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: PRJ101		COURSE TITLE: Project Planning at DOE (PMMS1)				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: Department of Energy CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: COURSE DESCRIPTION: This course provides hands-on skills training in how to plan a project, complete conceptual design for it, and develop a plan for executing that project. The course teaches skills necessary for planning projects under DOE's Project Management System. Taking a systems engineering approach to project planning, the course emphasizes the development of project scope through clear, up-front project definition. PREREQUISITES: None AVAILABLE SLOTS: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	40 hours	Project Management Training	Repeated every 0 months	N

COURSE ID: <i>PRJ102</i>		COURSE TITLE: How to Manage Multiple Projects, Meet Deadlines, & Achieve Objectives				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: COURSE DESCRIPTION: This powerful one-day seminar teaches the important skills needed to deal with dozens of "TOP" priorities. This seminar concentrates on practical, "how-to" information that you can put to work right away, in your own workplace. That means tips, techniques, specific strategies that will have an immediate impact on your effectiveness. PREREQUISITES: None AVAILABLE SLOTS: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676

Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$99 per student	Classroom	Instructor-Led	8 hours	Project Management Training	Repeated every 0 months	N

COURSE ID: PRJ104						
COURSE TITLE: Project Execution at DOE (PMMS3)						
Description SPONSOR: Department of Energy CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: Employees who require knowledge on how to manage the execution of engineering and design construction projects according to the DOE Project Management System. COURSE DESCRIPTION: This is a skills-based training course on how to manage the execution of projects according to the DOE Project Management System. The course teaches skills necessary for successfully managing engineering and design, construction (including conducting remedial actions for environment restoration projects), customer acceptance, and project closeouts. PREREQUISITES: None AVAILABLE SLOTS: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 40 hours	Subject Area Project Management Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<i>COURSE ID: PRJ105</i>		<i>COURSE TITLE:</i> Cost & Schedule Estimation & Analysis (PMMS2)				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: COURSE DESCRIPTION: This course provides practical skills training on how to develop project cost estimate and schedule baselines, and how to review cost and schedule estimates provided by contractors. The course teaches skills used across the project life-cycle, but focuses on estimates developed in project planning and the early stages of project execution (design). PREREQUISITES: None	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676

Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	40 hours	Project Management Training	Repeated every 0 months	N

COURSE ID: PRJ121

COURSE TITLE: Project Management

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$485 per student	Classroom	Instructor-Led	32 hours	Project Management Training	Repeated every 0 months	N

COURSE ID: PRJ136

COURSE TITLE: Advanced Management Analysis

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$475 per student	Classroom	Instructor-Led	32 hours	Project Management Training	Repeated every 0 months	N

COURSE ID: PRJ137

COURSE TITLE: Project Management for the Office Professional

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: Recommended for office professionals at the GS-5 level and higher who are working with special projects and need to sharpen their project management skills. COURSE DESCRIPTION: The following topics will be covered: Basic project mangement concepts including terminology, tools, techniques, procedures, and formats; systems documentation, including fact finding and interviewing techniques; strategies for identifying, defining and solving problems; and project plan development and implementaion, including project phasing, staffing, organizing, tasking, and sequencing. PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$430 per student	Classroom	Instructor-Led	24 hours	Project Management Training	Repeated every 0 months	N

COURSE ID: PRJ140

COURSE TITLE: Management Development Part 1

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: NA Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$595 per student	Classroom	Instructor-Led	40 hours	Project Management Training	Repeated every 0 months	N

COURSE ID: PRJ141						
COURSE TITLE: Performance Measurement and Organizational Transformation						
Description SPONSOR: NA Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$1300 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 8 hours	Subject Area Project Management Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
COURSE ID: PRJ148						
COURSE TITLE: Project Risk Analysis & Management for DOE Project/Program Managers						
Description SPONSOR: N/A Contact: 845-5676 or 845-5177 Intended Audience: Course Description: Prerequisites: Not specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 32 hours	Subject Area Project Management Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
COURSE ID: PRJ150						
COURSE TITLE: Understanding Project Management (Prototype)						
Description SPONSOR: N/A CONTACT: 845-5676 SPONSOR: N/A CONTACT: 845-5676 OR 845-6534 INTENDED AUDIENCE: COURSE DESCRIPTION: PREREQUIS ITES: NOT SPECIFIED	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area Project Management Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<i>COURSE ID: SCT101</i>		<i>COURSE TITLE:</i> Management Skills for Executive Secretaries & Administrative Assistants: Advance				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A						
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$1260 per student	Classroom	Instructor-Led	24 hours	Secretary/Clerical Training	Repeated every 0 months	N

<i>COURSE ID: SCT106</i>		<i>COURSE TITLE:</i> Professional Secretaries Seminar				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A						
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$130 per student	Classroom	Instructor-Led	8 hours	Secretary/Clerical Training	Repeated every 0 months	N

<i>COURSE ID: SCT109</i>		<i>COURSE TITLE:</i> Residential Workshop for Secretaries & Administrative Support Personnel				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A						
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$385 per student	Classroom	Instructor-Led	24 hours	Secretary/Clerical Training	Repeated every 0 months	N

COURSE ID: *SCT124* **COURSE TITLE:** Residential Workshop fopr Administrative Support Staff

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5676 or 845-6534 INTENDED AUDIENCE: COURSE DESCRIPTION:Professional and executive secretaries, assistants and all administrative and clerical staff who want to learn valuable skills that will benefit their careers, their organizations and their supervisors. This conference style program is held off site featuring intense workshops and challenging speakers to energize and motivate you. New topics are selected each year to address the changing needs of executive and professional support staff. PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676

Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$475 per student	Classroom	Instructor-Led	24 hours	Secretary/Clerical Training	Repeated every 0 months	N

COURSE ID: *SCT126* **COURSE TITLE:** Future Vision Successful Strategies for the 21st Century

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: CONTACT: 845-5676 OR 845-6534 SPONSOR: CONTACT: 845-5676 OR 845-6534 INTENDED AUDIENCE: COURSE DESCRIPTION: PREREQUISITES NOT SPECIFIED:	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676

Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$1415 per student	Classroom	Instructor-Led	24 hours	Secretary/Clerical Training	Repeated every 0 months	N

COURSE ID: *SIT113*

COURSE TITLE: Introduction to Safeguards & Security

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: Recently hired DOE or DOE-contractor personnel, or others who are new to safeguards and security discipline and have little or no prior knowledge of the DOE Safeguards and Security Program. COURSE DESCRIPTION: This is a basic orientation to the DOE Safeguards and Security Program, including historical background on the DOE complex and an introduction to general areas of safeguards and security involvement. These include information security, materials control and accountability, personnel security, protection programs, and program management. PREREQUISITES: None Specified DISTANCE-LEARNING MEDIA: Videotape cassettes; printed guides for students and instructors.	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676

Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	8 hours	Security Issues Training	Repeated every 0 months	N

COURSE ID: SIT117		COURSE TITLE: Counter-Intelligence Briefing (Unclassified)				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A						
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	2 hours	Security Issues Training	Repeated every 0 months	N

COURSE ID: <i>SIT122</i>		COURSE TITLE: Network Security Solutions				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A						
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	5 hours	Security Issues Training	Repeated every 0 months	N

COURSE ID: SMT101						
COURSE TITLE: Personnel Management for Supervisors & Managers						
Description SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: Managers & Supervisors COURSE DESCRIPTION: This course covers all major aspects of the Federal personnel management system, including staffing, classification, employee, and labor relations. The following topics will be covered: - Merit principles, prohibited personnel practices - Position management and classification - Staffing and placement - Promotion and internal placement - Performance appraisal and incentive awards - Employee development and training PREREQUISITES: None AVAILABLE SLOTS: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$595 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 40 hours	Subject Area SMT - Supervisory & Managerial Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: SMT106						
COURSE TITLE: Management Problems of the Technical Person in a Leadership Role						
Description SPONSOR: N/A Qualification & Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification & Training	Registration Contact Division	Phone 845-5676
Fee \$195 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 8 hours	Subject Area SMT - Supervisory & Managerial Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

<i>COURSE ID: SMT109</i>		<i>COURSE TITLE:</i> Success-Oriented Supervision				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A						
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$192 per student	Classroom	Instructor-Led	2 hours	SMT - Supervisory & Managerial Training	Repeated every 0 months	N

<i>COURSE ID: SMT110</i>		<i>COURSE TITLE:</i> Leadership: Change, Challenge & Empowerment				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A						
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$395 per student	Classroom	Instructor-Led	24 hours	SMT - Supervisory & Managerial Training	Repeated every 0 months	N

COURSE ID: *SMT116*

COURSE TITLE: Violence in the Workplace

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: Supervisors & Team Leaders COURSE DESCRIPTION: This course is designed to present important information and procedures which you can use in your daily contact with co-workers in an effort to prevent acts of violence. The training will focus on how to recognize aggressive behavior and mitigate its effects. Training also includes how to recognize and respond to at-risk employee and effect conflict resolution. PREREQUISITES: None AVAILABLE SLOTS: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676

Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	3 hours	SMT - Supervisory & Managerial Training	Repeated every 0 months	N

COURSE ID: SMT117		COURSE TITLE: Executive Leadership Forum				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: Linda Clawson, QTD, 845-4964 CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: This 3 1/2 day workshop is for all career and non-career executives and GS/GM-15s in-tact teams with participate. COURSE DESCRIPTION: The overall purpose of this program is to accelerate the development of those leadership activities and skills necessary for completing the transformation of the Department into a high performing organization that is customer oriented, mission and vision driven, and relies on the principles of quality management to achieve continuous improvement. PREREQUISITES: None AVAILABLE SLOTS: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	29 hours	SMT - Supervisory & Managerial Training	Repeated every 0 months	N

COURSE ID: SMT128

COURSE TITLE: Introduction to Supervision

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: COURSE DESCRIPTION: This course provides the management competencies most needed by government supervisors. Learn the fundamentals of leadership, team building and conflict management. Enhance your interpersonal skills, and flexibility. Special attention is given to application of the concepts learned. This skill-building course will enable you to make the transition from worker to supervisor with the confidence and competence you need. Topics covered include: - Making the transition to supervisor - Supervisory responsibility and ethical conduct - Communication skills - Planning, organizing, implementing and evaluating work - Leadership - Motivation - Managing employee performance PREREQUISITE S: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$565 per student	Classroom	Instructor-Led	40 hours	SMT - Supervisory & Managerial Training	Repeated every 0 months	N

<hr/> <i>COURSE ID: SMT134</i> <i>COURSE TITLE:</i> Human Resource Management (formerly Personnel Management) <hr/>						
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$375 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area SMT - Supervisory & Managerial Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<hr/> <i>COURSE ID: SMT138</i> <i>COURSE TITLE:</i> Effective Supervision: Getting Things Accomplished Through Others <hr/>						
Description SPONSOR: NA Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$525 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 24 hours	Subject Area SMT - Supervisory & Managerial Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<hr/> <i>COURSE ID: SMT144</i> <i>COURSE TITLE:</i> Problem Solving and Decision Making <hr/>						
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$1345 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 40 hours	Subject Area SMT - Supervisory & Managerial Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N
<hr/> <i>COURSE ID: SMT145</i> <i>COURSE TITLE:</i> Supervisor Development Program <hr/>						
Description SPONSOR: N/A Qualification &_ Training	Facility Contact (505) 845-5676 Division	Phone DOE-AL	Contact Sponsor N	Open Availability Qualification &_ Training	Registration Contact Division	Phone 845-5676
Fee \$0 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 16 hours	Subject Area SMT - Supervisory & Managerial Training	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: SMT152		COURSE TITLE: Leadership Series-Anthony Robbins				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A						
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	2 hours	SMT - Supervisory & Managerial Training	Repeated every 0 months	N
COURSE ID: SMT154		COURSE TITLE: Management II: Managerial Skills for the Experienced Manager				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A						
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$1350 per student	Classroom	Instructor-Led	24 hours	SMT - Supervisory & Managerial Training	Repeated every 0 months	N
COURSE ID: SMT155		COURSE TITLE: Management Functions & Techniques				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A						
Qualification &_ Training	(505) 845-5676 Division	DOE-AL	N	Qualification &_ Training	Division	845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$395 per student	Classroom	Instructor-Led	24 hours	SMT - Supervisory & Managerial Training	Repeated every 0 months	N

COURSE ID: SMT157		COURSE TITLE: Leadership Skills for Non-Supervisors				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: This course is designed for team leaders, office coordinators, special emphasis program managers and non-supervisory employees who want to enhance their leadership skills. COURSE DESCRIPTION: This session will cover the following topics: - Skills for handling a variety of personalities - Effective delegating techniques - Overcoming conflict - Building cooperative teams - Increased self-awareness of your primary leadership style PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$265 per student	Classroom	Instructor-Led	16 hours	SMT - Supervisory & Managerial Training	Repeated every 0 months	N

COURSE ID: SMT176		COURSE TITLE: Systematic Development of Informed Consent				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: COURSE DESCRIPTION: The primary goal of this class is to enhance the effectiveness of public officials, public agencies, and other decision-makers with important missions. The focus of this session is on the development, testing, debugging, and teaching of Consent-Building tools and management-development tools that will be effective and practice. PREREQUISITES: None AVAILABLE SLOTS: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$435 per student	Classroom	Instructor-Led	32 hours	SMT - Supervisory & Managerial Training	Repeated every 0 months	N

COURSE ID: SMT182		COURSE TITLE: Advanced Management Certificate				
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Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: COURSE DESCRIPTION: Course element: Facilitating organizational change, strategic planning and implementation, improving and redesigning business operations, developing high-performance work teams, coaching and counseling others, understanding employment law from hiring to retiring, conducting meaningful performance appraisals, dealing with discipline problems and grievances, better business writing and presentations, managing a diverse workforce, organizational communication and effective meetings, creating the organization of the future. PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
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Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$695 per student	Classroom	Instructor-Led	30 hours	SMT - Supervisory & Managerial Training	Repeated every 0 months	N

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5676 or 845-5177 INTENDED AUDIENCE: COURSE DESCRIPTION: System Dynamics for Senior Managers provides a new way of thinking about and solving persistent and complex problems that arise from change. Developed and refined over three decades at the MIT Sloan School of Management and popularized by author and Sloan School lecturer, Peter Senge. This management discipline offers an organizing framework for understanding complex situations and the dynamics they produce, so that you can design policies that lead to high performance. By applying organization theory with intuitive principles of feedback control to management and organization problems, you'll learn how to assess in advance the likely impact of different policies and decisions on the growth, stability and behavior of your organization. The result is a method for managing more intelligently. At this two-day management program, you'll learn to recognize common business system archetypes--dynamic phenomena that occur repeatedly in diverse settings--that can be used as a springboard for diagnosing persistent long-term problems. You'll also be exposed to a range of management tools that can be used to identify causal relationships, as well as high-leverage interventions that will allow you to create fundamental	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676

changes.|PREREQUISITES:
Not Specified||

Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$1950 per student	Classroom	Instructor-Led	16 hours	SMT - Supervisory & Managerial Training	Repeated every 0 months	N

COURSE ID: SNL106		COURSE TITLE: DOE Nuclear Weapons Refresher				
Description SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: Attendees should be involved in nuclear weapons production, logistics, or administration requiring the level of knowledge indicated in the course description. A DOE "Q" clearance certifying access to Secret Restricted Data. COURSE DESCRIPTION: This course provides a review of nuclear weapon principles and weapon development history. The course includes thorough descriptions of the enduring stockpile weapons and provides information on any retrofits and upgrades projected. Additionally, retired weapons still held by the military will be described along with their status and projected dismantlement schedule. Weapon and component cutaways are utilized in the presentation and ample opportunity for questions is provided. PREREQUISITES: Not Specified	Facility Contact Qualification & Training Division	Phone (505) 845-5676	Contact Sponsor DOE-AL	Open Availability N	Registration Contact Qualification & Training Division	Phone (505) 845-5676
Fee \$600 per student	Delivery Method Classroom	Delivery Instructor-Led	Course Length 28 hours	Subject Area Sandia National Laboratory	Scheduling Freq Repeated every 0 months	Site Spec. Info N

COURSE ID: SNLI08		COURSE TITLE: Nuclear Weapons Orientation				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: COURSE DESCRIPTION: A four-day course on the national nuclear weapons program. The following topics are covered: operational and physical characteristics; stockpile, effects and employment, organizational involvement, nuclear weapons accident history, methods of delivery, response procedures, nuclear safety program, intelligence estimates, test program, and future trends. PREREQUISITES: If you have been notified by QTD that you are registered. It is YOUR responsibility to to get your clearance infomation to Sgt. Falls 846-5666. AVAILABLE SLOTS:	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	32 hours	Sandia National Laboratory	Repeated every 0 months	N

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: COURSE DESCRIPTION: This course is designed to give a broad technical perspective of the nuclear weapons program. The topics covered include factors within and outside of the weapons complex that affect the weapons program. Specific topics covered are: Nuclear Effects Tour of the Nuclear Weapons Museum High Explosives, Detonators Arming, Firing, and Initiation Physics, Explosion Theory Transfer Systems Fission Access Control/Use Control Thermonuclear Nuclear Testing Safety Arms Control Fuzing Stockpile Matters PREREQUISITES: Q-Clearance with Atomic Weapon Data, Sigma 1 Access. 	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676

Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	40 hours	Sandia National Laboratory	Repeated every 0 months	N

COURSE ID: SNLI10

COURSE TITLE: Survey of Weapons Development & Technology

Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: COURSE DESCRIPTION: This course will teach the participant the program analysis techniques, and specialized knowledge of the weapon program. It will cover the activities performed in the nuclear weapons complex and their interrelationship, the systems in production and planned for production and a comprehensive knowledge of the facilities in regard to production capabilities, processes and product. PREREQUISITES: None AVAILABLE SLOTS: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676

Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$1375 per student	Classroom	Instructor-Led	40 hours	Sandia National Laboratory	Repeated every 0 months	N

COURSE ID: SNLI16		COURSE TITLE: Radiological Worker Training				
Description	Facility Contact	Phone	Contact Sponsor	Open Availability	Registration Contact	Phone
SPONSOR: N/A CONTACT: 845-5177 or 845-5676 INTENDED AUDIENCE: COURSE DESCRIPTION: This course will provide you with the knowledge to work safely, using proper radiological control practices, in areas controlled for radiological purposes. Topics covered: Radiological fundamentals; biological effects; radiation limits; as low as reasonably achievable (ALARA); personnel monitoring programs; radiological posting and controls; and radiological emergencies. PREREQUISITES: Not Specified	Qualification & Training Division	(505) 845-5676	DOE-AL	N	Qualification & Training Division	(505) 845-5676
Fee	Delivery Method	Delivery	Course Length	Subject Area	Scheduling Freq	Site Spec. Info
\$0 per student	Classroom	Instructor-Led	16 hours	Sandia National Laboratory	Repeated every 0 months	N